

OFFICE OF THE DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

Notice No.....555.....

Date: 30.01.2026

TENDER CALL NOTICE

Short Quotations are invited from experienced local vendors having valid GST registration for the supply of Grocery and Dry Fruits for the Boys' Hostel and Ladies' Hostel of our campus. Interested agencies are requested to submit their quotations to the undersigned on or before **10.02.2026**. Agencies/bidders are requested to kindly visit the **Campus Website** or **CPP Portal** for detailed terms and conditions of the tender.

७: प्रभापत्र
(Prof. Prabhat Kumar Mohapatra)
निदेशक/Director
केन्द्रीय संस्कृत विश्वविद्यालय
DIRECTOR
Central Sanskrit University
श्री सदाशिव परिसर, पुरी (ଓଡ଼ିଶା)
Shri Sadashiv Campus, Puri (Odisha)

Copy for information and necessary action to:-

- 1) Notice Board/Notice Book
- 2) Campus Website for upload

CENTRAL SANSKRIT UNIVERSITY
Shri Sadashiva Campus, Puri, Odisha
NOTICE INVITING TENDER (NIT) / QUOTATION

NIT No.	555
Date	30/01/2026
Name of Work	Supply of Grocery Items for Boys Hostel and Girls Hostel, CSU Shri Sadashiva Campus, Puri
Tender Type	Open Tender
Bid Submission (Last Date & Time)	09/02/2026, 05:00 pm (IST)
Bid Opening Date & Time	10/02/2026, 04:00 pm (IST)

Sealed tenders/quotations are invited from reputed and eligible firms/suppliers for the ONE-TIME SUPPLY of grocery items required for the Boys' Hostel and Girls' Hostel of Central Sanskrit University, Shri Sadashiva Campus, Puri. This tender is strictly for ONE-TIME SUPPLY only and does not constitute a rate contract or recurring supply arrangement.

1. Scope of Supply

- The successful bidder shall make a single, complete, and consolidated supply of grocery items as specified in Annexure – A, or as finally approved by the Hostel Authorities.
- The supply shall be executed only once, strictly against the final approved indent issued by the Competent Authority.
- No further or repeat supply shall be admissible under this tender. Any future requirement shall be treated as a separate procurement.
- Delivery shall be made at the designated stores of the Boys' Hostel and Girls' Hostel, CSU Shri Sadashiva Campus, Puri.

2. Quantity Variation

- The quantities mentioned in Annexure – A are tentative and indicative.
- The University reserves the right to increase or decrease the quantity of any item at the time of final indent, depending upon actual requirement and availability of funds.
- Such variation shall not entitle the supplier to any claim for revision of rates or compensation.

3. Eligibility Criteria

The bidder must satisfy all the following eligibility conditions, failing which the bid shall be treated as non-responsive and liable to be rejected at any stage of evaluation.

- The bidder shall be a legally registered entity under Indian law (Proprietorship / Partnership / LLP / Company / Cooperative / MSME / Startup).
- Valid GST Registration and PAN are mandatory.
- Copies of relevant registration documents shall be enclosed with the Technical Bid.

- The bidder shall comply with the provisions of General Financial Rules (GFR), 2017.
- An undertaking shall be submitted confirming:
 - absence of conflict of interest, and
 - correctness and authenticity of information furnished.
- Experience in supplying grocery/provision items to Government institutions, universities, hostels, PSUs, or similar bodies is desirable.
- Supporting documents may be enclosed, if available.
- The bidder must be financially sound and capable of executing the one-time supply without advance payment.
- A declaration confirming non-insolvency / non-bankruptcy shall be submitted.
- EMD of ₹1,00,000/- (Rupees One Lakh only) shall be submitted.
- EMD must be in the form of Demand Draft drawn from any Nationalized Bank in favour of Director, Central Sanskrit University, Shri Sadashiva Campus, Puri, payable at Puri.
- Submission of EMD is mandatory, unless exempted under Government/MSME rules with valid documentary proof.
- The bidder shall submit a declaration that the firm has not been blacklisted or debarred by any Government/PSU/University/Autonomous Body.
- False declaration shall lead to rejection of bid and forfeiture of EMD.

4. Acceptance of Tender Conditions

- The bidder shall submit an undertaking that: all terms and conditions of the tender have been read carefully, the same are fully acceptable, and the bidder agrees to abide by them without any deviation.
- Conditional bids or bids with deviations shall be summarily rejected.

5. Verification & Right of the Campus

- The Campus reserves the right to: verify the authenticity of documents submitted, seek clarification or additional documents and reject any bid not conforming to GFR-2017 or tender conditions, without assigning any reason.

6. Submission of Bid

- The bidder shall submit a complete bid consisting of: (i) Technical Bid (documents) and (ii) Financial Bid (price schedule).
- Bids shall be submitted in sealed envelopes superscribed with "Tender for Supply of Grocery Items for Hostels - CSU SSC Puri".
- Late bids, conditional bids, and bids not in the prescribed formats may be rejected.

7. Evaluation and Award

- The Campus shall evaluate technical bids for eligibility and compliance. Financial bids of only technically qualified bidders shall be opened.
- The Campus reserves the right to accept or reject any or all bids, or to annul the tender process, without assigning any reason.
- Award of contract will be made to the bidder offering lowest evaluated cost (L1) item-wise / overall, as decided by the Competent Authority, subject to meeting quality specifications.

8. Quality, Packing and Shelf-Life

- All items must be of standard/approved quality and as per the specifications in Annexure-A.

- At the time of delivery, each item must have a minimum remaining shelf-life/validity of at least 6 months.
- Items shall be supplied in sealed, hygienic, and intact packing. Loose/unbranded/expired/damaged items will not be accepted.
- The Campus/Hostel authorities may draw samples for testing/verification whenever required. If any item fails quality standards, it shall be replaced immediately at the supplier's cost.
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9. Delivery Schedule and Acceptance

- Supply shall be made within 15 working days from the date of purchase order/indent, or as directed by the Hostel Warden/Competent Authority.
- Delivery shall be completed during working hours on working days unless otherwise permitted.
- Acceptance of items shall be subject to physical verification, quantity check, and quality approval by the respective Hostel Warden/authorized representative.
- Short supply, excess supply (without approval), or supply of substandard items will be treated as breach of contract.

10. Payment Terms

- Payment shall be made after successful supply of items and verification/certification by the respective Hostel Warden.
- The supplier shall submit GST-compliant invoice(s) along with delivery challans/receipts duly acknowledged by the hostel store.
- No advance payment shall be made. Payment will be released as per CSU financial rules and availability of funds.

11. Rates, Taxes and Statutory Compliance

- Quoted rates shall be inclusive of packing, transportation, loading/unloading and all other incidental charges up to the delivery point.
- GST and other applicable taxes shall be indicated clearly in the Financial Bid and invoice as per statutory provisions.
- The supplier shall be responsible for compliance with all applicable laws and regulations.

12. Penalties

- If the supplier fails to deliver within the stipulated time, the Campus may impose liquidated damages/penalty up to 5% of the value of delayed items per week (or part thereof), subject to a maximum of 10%.
- In case of repeated failure, poor quality, or breach of terms, the contract may be terminated and the Campus may procure from alternative sources at the risk and cost of the supplier.

13. Replacement and Rejection

- Rejected items must be lifted and replaced within 24-48 hours (or as directed) at supplier's cost.
- If the supplier fails to replace rejected items within the stipulated time, the Campus may make alternate purchase and recover the excess cost from the supplier's pending bills/EMD/Security Deposit.

14. Force Majeure

- Neither party shall be liable for failure to perform obligations due to events beyond

reasonable control (natural calamities, strikes, Government restrictions, etc.).

- The affected party shall notify the other party in writing with supporting details at the earliest.

15. Dispute Resolution and Jurisdiction

- Any dispute arising out of this contract shall be resolved amicably. If not resolved, it shall be subject to the jurisdiction of competent courts at Puri, Odisha.

16. Contact and Submission Address

The tender/quotation shall be submitted to: The Estate Officer, Central Sanskrit University, Shri Sadashiva Campus, Puri, Odisha. Phone: 7978932005

17. Final Authority

The decision of the Competent Authority, Central Sanskrit University, regarding eligibility and qualification of bidders shall be final and binding.

ANNEXURE - A
List of Grocery Items and Specifications (Indicative)

Note: The list below is indicative. The Hostel authorities may place orders as per requirement within the contract period.

CENTRAL SANSKRIT UNIVERSITY , SHREE SADASHIV CAMPUS				
MAHARSHI VALMIKI BOYS HOSTEL , SHREE VIHAR , PURI				
SL. NO.	ITEMS	QANTITY	COMPANY LIKE THIS.	Approx Rate.
1	RAW RICE	520KG	JAGUAR OR JHANSI GOLD	
2	BOILED RICE	2600kg	BABA OR TRACTOR	
3	BASMATI RICE	50kg		
4	PITHA RICE	100kg		
5	ARHAR DAL	900kg	SIGNATURE OR BADA	
6	MUNG DAL	60kg		
7	MASUR DAL	30kg		
8	CHANA DAL	60kg		
9	KABULI CHANA	30kg		
10	BIRI DAL	50kg		
11	SUNFLOWER OIL	1200lit	FREEDOM OR FORTUNE	
12	MUSTARD OIL	240lit	DOUBLE HIRAN OR FREEDOM	
13	GUA GHEE	30KG	SURYA CHANDRA OR AMUL	
14	GACHHA DALDA	5KG		
15	ATTA	100KG	ASHIRVAD OR FORTUNE	
16	MAIDA	50KG		
17	SUJI	50KG		
18	BESAN	150KG	MAYUR OR GANESH	
19	CORN FLOUR	50KG		
20	RICE FLOUR	5KG		
21	CHUDA	26 kg		
22	BIRIYANI RICE	130kg	LIKE NDIA GATE	
23	TARMERIC POWDER	32KG	EVEREST OR BHARSAT	
24	CHILLI POWDER	32KG	EVEREST OR BHARSAT	
25	KASHMIR CHILLI POWDER	10KG	EVEREST OR BHARSAT	
26	CORINDER POWDER	32KG	EVEREST OR BHARSAT	
27	CUMIN POWDER	32KG	EVEREST OR BHARSAT	
28	GARAM MASALA	10KG	EVEREST OR BHARSAT	
29	PANNER MASALA	5KG	MDH OR EVEREST	
30	CHANA MASALA	2KG	MDH OR EVEREST	
31	CHHAT MASALA	10KG	MDH OR EVEREST	
32	KITCHEN KING POWDER	10KG	MDH OR EVEREST	
33	MEAT MASALA	3KG	MDH OR EVEREST	
34	CHICKEN MASALA	10KG	MDH OR EVEREST	
35	DUM DUM MASALA	3KG	MDH OR EVEREST	
36	MAGGIE MASALA	3KG	MDH OR EVEREST	
37	BIRIYANI MASALA	2KG	MDH OR EVEREST	
38	KEWDA WATER	3Ltr.		
39	ROSE WATER	5Ltr.		
40	MITHA ATTAR	1KG		
41	VINNEGAR	5KG		

42	TOMATO SAUCE	50KG	KISHAN OR LAL'S	
43	CHILLI SAUCE	40KG	LAL'S OR BHARAT	
44	SOYA SAUCE	30KG	LAL'S OR BHARAT	
45	RED CHILLI SAUCE	10KG	LAL'S OR BHARAT	
46	KASURI METHI	3KG		
47	TEJA PATTA	2KG		
48	BIRI BADI	20KG		
49	NADI	20KG		
50	AMUL SPRAY	144 kg		
51	MILK MADE	30KG	LIKE NETSLE	
52	SUGAR	150KG		
53	GUDA	20KG		
54	SALT	200KG	TATA OR ASHIRVAD	
55	BLACK SALT	10KG		
56	CHINA SALT	3KG		
57	CASHEW (FALA)	30KG		
58	GUNDA CASHEW	10KG		
59	GOTA BADAM	10KG		
60	CHAR MAGAJ	10KG		
61	CHAMAN KISMIS	5KG		
62	ELAICHI	3KG		
63	BADA ALEICHA	2KG		
64	LABANGA	2KG		
65	GOLAMARICHA	4KG		
66	GOTA JEERA	20KG		
67	SA JEERA	3KG		
68	PHUTANA	15KG		
69	DRY CHILLI	10KG		
70	ANASI FLOWER	2KG		
71	JAAITRI	2KG		
72	KALA JEERA	2KG		
73	JUANI	2KG		
74	BLACK MUSTARD	10KG		
75	WHITE MUSTARD	5KG		
76	POSTAK	2KG		
77	PAMPAD (RASHI)	50KG		
78	DHALA MARICHA	2KG		
79	DALCHINI	10KG		
80	HINGU	1KG		
81	RED FOOD COLOUR	1KG		
82	YELLOW FOOD COLOUR	500G.		
83	GREEN FOOD COLOUR	200G.		
84	ORANGE FOOD COLOUR	200G.		
85	PANAMADHURI	5KG		
86	SEMIA	25KG		
87	DHALA RASHI	5KG		
88	FRESH CREAM	3KG	LIKE AMUL	
89	SWEET PICKLE	5KG	NILONS OR PRIME	
90	NAVARATNA PICKLE	5KG	NILONS OR PRIME	
91	WHEEL SURF	1BAG		
92	SALTED PICKLE	10KG	NILONS OR PRIME	
93	VIM LIQUID	5KG		

94	PITAMBARI	2KG		
95	BIG STEEL SCRUB	36 pic		
96	IDDLY SUJI	30KG		
97	CHOWMIN	4BAG		
98	SHRI KARPURA	2KG		
99	KHAJARA	20KG		
100	PISTA BADAM	5KG		
101	CUTTING MISHRI	3KG		
102	BLACKPEAPER POWDER	2KG		
103	MATTAR	30KG		
104	SAMBAR POWDER	500G.		
105	GOJI BUTA	15KG		
106	SODA	3KG		

CENTRAL SANSKRIT UNIVERSITY , SHREE SADASHIV CAMPUS

SUBHADRA LADIES HOSTEL

Sl.No.	Item Name	Quantity 1	Company/Brand Name	Approx. Rate
1	RAW RICE	260 KG	JAGUAR / JHANSI GOLD	
2	BOILED RICE	1300 KG	BABA / TRACTOR	
3	BASMATI RICE	25 KG		
4	PITHA RICE	30 KG		
5	TOOR DAL	60 KG	SIGNATURE / BADAK	
6	MUNG DAL	60 KG		
7	MASUR DAL	30 KG		
8	CHANA DAL	150 KG		
9	KABULI CHANA	60 KG		
10	BIRI DAL	60 KG		
11	SUNFLOWER OIL	1200 LTR	FREEDOM / FORTUNE	
12	MUSTARD OIL	240 LTR	DOUBLE HIRAN / FREEDOM	
13	GUA GHEE	30 KG	SURYA CHANDRA / AMUL	
14	ATTA	100 KG	ASHIRVAD / FORTUNE	
15	MAIDA	50 KG		
16	SUJI	50 KG		

17	BESAN	150 KG	MAYUR / GANESH	
18	CORN FLOUR	100 KG		
19	RICE FLOUR	50 KG		
20	BIRIYANI RICE	130 KG	INDIA GATE	
21	TARMERIC POWDER	1600 KG	EVEREST / BHARAT	
22	CHILLI POWDER	250 KG	EVEREST / BHARAT	
23	KASHMIR CHILLI POWDER	750 KG	EVEREST / BHARAT	
24	CORINDER POWDER	1600 KG	EVEREST / BHARAT	
25	CUMIN POWDER	1600 KG	EVEREST / BHARAT	
26	GARAM MASALA	500 KG	EVEREST / BHARAT	
27	PANNER MASALA	250 KG	MDH / EVEREST	
28	CHANA MASALA	100 KG	MDH / EVEREST	
29	CHAT MASALA	100 KG	MDH / EVEREST	
30	CHICKEN MASALA	500 KG	MDH / EVEREST	
31	BIRIYANI MASALA	100 KG	MDH / EVEREST	
32	MAGGIE MASALA	3 KG	MDH / EVEREST	
33	CHOWMIN MASALA	3 KG		
34	KEWDA WATER	3 Ltr.		
35	ROSE WATER	5 Ltr.		
36	MITHA ATTAR	1 KG		
37	VINNEGAR	5 KG		
38	TOMATO SAUCE	50 KG	KISHAN / LAL'S	
39	CHILLI SAUCE	40 KG	LAL'S / BHARAT	
40	SOYA SAUCE	30 KG	LAL'S / BHARAT	
41	RED CHILLI SAUCE	10 KG	LAL'S / BHARAT	
42	KASURI METHI	3 KG		
43	BIRI BADI	20 KG		
44	NADI	20 KG		
45	AMUL SPRAY	420 KG		

46	MILK MADE	50 KG	LIKE NETSLE	
47	SUGAR	150 KG		
48	SALT	100 KG	TATA / ASHIRVAD	
49	BLACK SALT	5 KG		
50	SAMBAR POWDER	2 KG		
51	CHINA SALT	3 KG		
52	CASHEW (GOTA)	30 KG		
53	GUNDA CASHEW	5 KG		
54	GOTA BADAM	10 KG		
55	CHAR MAGAJ	10 KG		
56	CHAMAN KISMIS	5 KG		
57	ELAICHI	5 KG		
58	BADA ALEICHA	2 KG		
59	GOLAMARICHA	5 KG		
60	GOTA JEERA	20 KG		
61	PHUTANA	20 KG		
62	DRY CHILLI	10 KG		
63	ANASI FLOWER	2 KG		
64	JAAITRI	2 KG		
65	KALA JEERA	2 KG		
66	JUANI	2 KG		
67	BLACK MUSTARD	10 KG		
68	WHITE MUSTARD	5 KG		
69	POSTAK (1No.)	2 KG		
70	PAMPAD (RASHI)	50 KG		
71	DALCHINI	10 KG		
72	HINGU (MDH)	1 KG		
73	RED FOOD COLOUR	500 GM		
74	YELLOW FOOD COLOUR	500 GM		

75	GREEN FOOD COLOUR	200 GM		
76	ORANGE FOOD COLOUR	200 GM		
77	PANAMADHURI	5 KG		
78	SEMIA	50 KG		
79	DHALA RASHI	5 KG		
80	SWEET PICKLE	5 KG	NILONS / PRIME	
81	NAVARATNA PICKLE	5 KG	NILONS / PRIME	
82	SALTED PICKLE	10 KG	NILONS / PRIME	
83	WHEEL SURF	5 KG		
84	PITAMBARI	2 KG		
85	IDDLY SUJI	30 KG		
86	CHOWMIN	25 KG		
87	SHRI KARPURA	1 KG		
88	KHAJARA	10 KG		
89	BLACKPEAPER POWDER	2 KG		
90	MATTAR	100 KG		
91	SODA	3 KG		
92	GULCON	4 KG		
93	CHAI PATI	2 KG		
94	SOYABIN BADI	50 KG	FORTUNE	
95	PAMPAD	50 KG	LIJJAT	
96	COIN PAMPAD	50 KG		
97	GOTA BIRI (CHOPA CHHADA)	20 KG		
98	ALU BUKHARA	5 KG		

DRY FRUITS

Sl.No.	Item Name	Quantity 1	Company/Brand Name	Approx. Rate
1	CASHEW	214 KG		
2	GREEN PISTA (ROASTED)	107 KG		

3	WALLNUT	107 KG		
4	HORLICKS	214 KG		
5	ALMOND	214 KG		

The bidder may attach brand list/catalogue and any quality certifications (FSSAI/ISO, if applicable).

ANNEXURE - B
Financial Bid (Price Schedule) - Format

Instructions: Quote item-wise rates. Rates should be inclusive of delivery to CSU Shri Sadashiva Campus, Puri hostels. Mention GST separately as applicable.

Sl. No.	Item	Unit	Basic Rate (Rs.)	GST %	GST Amount (Rs.)	Total Rate (Rs.)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Note: The Campus may decide the evaluation methodology (item-wise/overall) as per requirement.

ANNEXURE - C
Bidder's Declaration, Checklist and Undertaking

A. Checklist of Documents (to be enclosed in Technical Bid)

- Covering letter on firm letterhead.
- Copy of GST Registration and PAN.
- Copy of firm registration (Shop & Establishment/UDYAM/MSME, if applicable).
- Experience proof / previous supply orders (if available).
- Declaration of non-blacklisting (format below).
- EMD Demand Draft (Rs. 1,00,000/-)

B. Declaration of Non-Blacklisting (On letterhead)

To,

The Director
Central Sanskrit University
Shri Sadashiva Campus
Puri-752001

I/We hereby declare that our firm has not been blacklisted/debarred by any Government Department/PSU/Autonomous Body as on date. If the above declaration is found false at any stage, CSU shall be entitled to reject the bid/terminate the contract and forfeit EMD/ Security Deposit, besides taking any other action as deemed fit.

Place: _____ Date: ____/____/2026

Name & Signature of Authorized Signatory: _____

Name of Firm (with seal): _____

Address: _____

Mobile/Email: _____

C. Undertaking on Quality and Shelf-Life (On letterhead)

To,

The Director
Central Sanskrit University
Shri Sadashiva Campus
Puri-752001

I/We undertake that all items supplied under this contract shall be fresh, hygienic, and shall have a minimum remaining shelf-life of at least 6 months at the time of delivery. We also undertake to replace any rejected/substandard/expired/damaged items immediately at our cost.

Place: _____ Date: ____/____/2026

Name & Signature of Authorized Signatory: _____

Name of Firm (with seal): _____

Address: _____

Mobile/Email: _____