

# UTKAL BALASHRAM, GAJAPATI

Address : O/o the Dist. Child Protection Unit, Gajapati,  
At-Room No. 303, 2<sup>nd</sup> Floor, Collectorate, PO- Paralakhemundi,  
PIN- 761200, Dist. – Gajapati

e-mail ID : utkalbalashram.gajapati@gmail.com

(Societies Act 1860 Regd. No. 42/2022-23 and JJ (C&PC) Act 2015 Regd. No. 35/GJP/2023)

No. 1409 /UB/Gpt,

Date. 10-011-2025

## President

Sri Munindra Honnaga,  
OAS (S),  
ADM (Rev.), Gajapati

## Secretary

Smt. Monorama Devi  
DSWO, Gajapati

## Treasurer

Ms. Archana Mangaraj,  
Cultural Officer,  
Gajapati

## Quotation Call Notice

Sealed Quotations are hereby invited for the Grocery items required for the inmates of **Utkal Balashram, Gajapati** for the period of 6 months. All interested parties are invited to submit their details in prescribed format (enclosed annexure-I) with rates in sealed envelopes to the office of undersigned.

The details of items for the above purpose can be downloaded from district website [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in). Intending persons, Firm, Authorized dealer and business Enterprises are requested to submit quotation forms **on or before 25-11/2025 by 4.00 PM by Speed/Register Post/Courier at office of Dist. Child Protection Unit, Room No-303, 2<sup>nd</sup> floor, Collectorate, Paralakhemundi, Gajapati, PIN- 761200. Please mention "Quotation for supply of Grocery Items for the inmates of Utkal Balashram, Gajapati" On the top of the envelope.** The quotation, received beyond the scheduled date and time mentioned above, shall not taken into consideration.

The received quotation will be opened on dated 25/11/2025 by 5.00 PM at office of DSWO Cum Secretary, **Utkal Balashram, Gajapati**, by the Dist. Quotation Call Committee in presence of the quotationer or the authorized representatives.

The undersigned reserves the right to reject/modify/cancel any or all the quotation without assigning any reason thereof.

The following points may please be adhered to submission of Quotations:

1. The firm should be registered under valid GST Certificate & food safety certificates.



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2. Copy of valid PAN card in the name of individual/firm should be enclosed with the quotation paper.
3. The time for supply of items is within 7 days received of purchase order.
4. No Advance payment will be allowed.
5. Payment will be made after supply of all items with quality check.
6. The price should be inclusive of all taxes, transportation and delivery etc.
7. The above items must deliver within time limit as per mentioned in purchase order.
8. If supply items are found not satisfactory the supply order shall be given to another deserving firm.
9. The supply order will be issued as per monthly required items.

Yours faithfully

  
DSWO cum Secretary  
Utkal Balashram, Gajapati

Memo No. 1410 /UB/GPT

dt- 10/11/2025

Copy Submitted to:

The ADM(Rev) cum President, Utkal Balashram, Gajapati for favour of kind information.

The PD, DRDA, Gajapati/PA, ITDA, Gajapati and Sub-Collector, Paralakhemundi for favour of kind information. They are requested to display the copy in their respective notice board for wide publicity.

The DIO, NIC, Gajapati for information with a requested to advertise the copy in their notice board and website for wide publicity.

  
DSWO cum Secretary  
Utkal Balashram, Gajapati



### Annexure-I

Sl. No.	Name of the Grocery Items	Unit per Kg/ piece	Unit price (Inclusive GST & Delivery charges)
1	Rice		
2	Sugar		
3	Chuda		
4	Gojji Chana		
5	Harada Dali		
6	Suji		
7	White Matar		
8	Refined Oil		
9	Biscuit		
10	Vermicelli (Semia)		
11	Noodles		
12	Atta		
13	Raw Moong		
14	Pickle		
15	Ruchi Rice		
16	Surf		
17	Bathing Soap		
18	Tooth Paste		
19	Salt		
20	Biri		
21	Moong Dal		
22	Chana Dal		
23	Haldi Powder		
24	Chili Powder		
25	Jeera		
26	Soriso		
27	Hingu		
28	Kasturi Methi		
29	Ghee		
30	Biryani Masala		
31	Chicken Masala		
32	Badam Chana		
33	Jaggery		
34	Curry Masala		
35	Milk Powder		
36	Besan		
37	Chilli Souce		

