



OFFICE ORDER

No. 77 /GMC, Keonjhar Dated: 12-1-23

QUOTATION CALL NOTICE

Sealed quotations in enclosed format are invited from the intending suppliers/ Agencies/ firms with GST registration for supply of office stationery articles to the office of the Dean & Principal Government Medical College & Hospital, Keonjhar. The description of the goods to be required are given at Annexure-I.

SCHEDULE OF EVENTS	
1. Last date for receipt of Quotations:	25.01.2023 upto 4.00 PM
2. Opening of Bids/Quotations:	25.01.2023 - 5.00 PM

The quotation documents are available in the website of this medical college (<https://gmchkeonjhar.odisha.gov.in>), which can be downloaded and submitted in closed sealed envelop in the office of the undersigned.

Modifications / Corrigendum if any detected/ felt necessary at a later stage will be duly published and notified. Hence the bidders are advised to update themselves through the website.

Canvassing in any form shall be liable for disqualification.

No tenders will be received after due date and time.

Dean and Principal Government Medical College & Hospital Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

The bidders are to submit sealed quotation papers by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept in the office of the Dean & Principal Government Medical College & Hospital Keonjhar, with all relevant documents.

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Dharanidhar Medical College, Keonjhar



Terms and Conditions:

1. The interested supplier/ firms should submit quotations in a sealed envelope. All the pages of the quotation papers must be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the Dean & Principal Government Medical College & Hospital Keonjhar by registered post/ speed post/ drop box kept in the office of the Dean & Principal Government Medical College, Keonjhar with super scribed the item of quotation. Bids received after due date will not be entertained and shall liable for rejection.
3. Photocopy of valid PAN CARD, GSTIN registration certificate, must be enclosed by the supplier/ firms.
4. Any legal dispute arises out of this is subject to jurisdiction of Keonjhar head quarter only.
5. The supplier/ firms must not been blacklisted by any Government organization. They have to submit self-certificate in this context. If found later on, the actions, deemed proper, shall be initiated against the firm as per the law.
6. Delivery must be made to the office of Dean & Principal, Government Medical College, Keonjhar within seven days from the date of order or any other situation.
7. Dean & Principal Government Medical College, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 or subsequent supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time or any other situation arises thereof .The decision of the purchase committee is binding ..
8. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Dean & Principal , Government Medical College, Keonjhar will have the right to cancel the order/ contract without assigning any reason thereof.

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Annexure-I

DESCRIPTION OF GOODS & SERVICES TO BE SUPPLY

Quotation Call Notice No.

Name of the Supplier/ Firm/ Agency:

Address of Supplier/ Firm/ Agency:

PAN No.

GSTIN No. of Supplier/ Firm/ Agency:

Rate Quoted for_(Item Wise):

Sl. No	Name of the item	Price Quoted
01	Issue Register	
02	Diary Register	
03	Peon Book	
04	Index Register	
05	File Register	
06	Service postage stamp register	
07	Binding register (No4,6,8,10,12)	
08	Log Book	
09	Fly leaf	
10	Tag	
11	Alpin	
12	Stapler(Small Size 12+Medium size 4 and Big size 3)	
13	Stapler pin	
14	Paper weight	
15	Stamp pad (Small size 10+Big size6)	
16	Waste paper basket	
17	1 st page note sheet	
18	2 nd page note sheet	
19	Flat file	
20	Cover file	
21	Pen (Red& blue)	
22	Gum paste	



OFFICE OF THE DEAN & PRINCIPAL, DHARANIDHAR MEDICAL COLLEGE
KEONJHAR– 758001; Email: keonjharmc@gmail.com



23	Pencil	
24	Eraser	
25	Fodoni	
26	Seizer(Small & Medium)	
27	Guard file	
28	Envelop (Small+ Medium+ Large)size	
29	Thread	
30	Cello tape (thin and thick)	
31	Whitener	
32	Marker (Blue+Red+Black)	
33	A4 size paper	
34	Scale	
35	Punch (Single12 +Double12)	
36	Sharpener	
37	Carbon papers	
38	Notice Board (White)	
39	Incumbency chart	
40	Black Board with stand	
41	Chalk for writing on black board	
42	Detergent Soap	
43	Hand Cleaner	
44	Liquid Soap	

Gokapah
12-1-23

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Dharanidhar Medical College, Keonjhar