



**OFFICE OF THE DEAN & PRINCIPAL**  
**DHARANIDHAR MEDICAL COLLEGE & HOSPITAL, KEONJHAR-758001**  
**Email: keonjharmc@gmail.com (By E-mail / WhatsApp)**

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No 1755 /DDMCH, Keonjhar,

Date 08.5.23

**TENDER CALL NOTICE**

**Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar,** PIN – 758001, Odisha, (Dean & Principal, DDMCH, Keonjhar) invites Sealed Tenders in prescribed proforma from the Registered and reputed manufacturers / Authorized Distributors / Dealers / Stockists / EPM Rate Contract Holders / Firms / Agencies for **“Supply of stationery and consumable articles / items”** to the Office of the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar, descriptions of which have been enclosed herewith. The quantity is provisional and likely to change as per requirements.

The bid document containing the detail information, terms and conditions, etc. can be downloaded from website [www.gmchkeonjhar.odisha.gov.in](http://www.gmchkeonjhar.odisha.gov.in) or [www.kendujhar.nic.in](http://www.kendujhar.nic.in). or may be collected from the Accounts Section of this Office.

Modifications / Corrigendum, if any, detected / felt necessary at a later stage will be duly published and noticed in the web site of the undersigned. Hence the bidders are advised to check the official website of the Dean and Principal Dharanidhar Medical College & Hospital Keonjhar to track any modifications / corrigendum etc. or to know the details of any other information, deemed proper, in this regard.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **29-05-2023 by 5.00 PM**. No tenders will be received after due date and time.

The bidders are to submit sealed tender papers by the due date only by Speed Post / Registered Post/ dropped in the assigned drop box kept in the Office of the Dean & Principal Dharanidhar Medical College & Hospital Keonjhar.



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

**Key information and important dates:**

Sl. No.	Particulars	Information
1	Start Date for sale or availability of bid document in the official websites	From 09-05-2023
2	Cost of bid document/processing (non-refundable) by Demand Draft in favour of "Dean & Principal, Dharanidhar Medical College & Hospital" payable at "Keonjhar".	Rs. 2000/- (Rupees Two Thousand) with GST 18% only to be paid along with Technical Bid (Non-refundable)
3	Last date and time for receipt of bids by Speed post / Registered post / Drop Box	29-05-2023 up to 5.00 P.M.
4	Date and time of opening of Technical bids	31-05-2023, 12.00 Noon.
5	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
6	EMD (Refundable for unsuccessful bidders)	Rs. 5000/- (Rupees Five Thousand) only
7	Address for submission of bids	Office of Dean & Principal, Dharanidhar Medical College & Hospital, Kabitra, Keonjhar – 758001, Odisha.
8	Date and time of opening of Financial bids	To be intimated to the technically qualified bidders.

*6/05/23*  
*08-5-23*  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar Medical College & Hospital  
Keonjhar

**Terms and Conditions:**

1. The interested Registered and reputed manufacturers / Authorized Distributors / Dealers / Stockists / EPM Rate Contract Holders / Firms / Agencies should submit Tender in **sealed envelope**. All the pages of the tender papers should be duly **endorsed by the bidder with seal**.



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2. Each bid must be accompanied by **non-refundable** Demand Draft of Rs. 2000/- (Rupees Two Thousand) with GST 18% in favour of "Dean & Principal, Dharanidhar Medical College & Hospital" payable at "Keonjhar" as a cost for bid documents / processing.
3. It is a **two-bid** tender process, that is, one is "**Technical Bid**" and the second one is "**Financial Bid**", which are to be separately submitted in sealed envelope duly superscribed as Technical Bid / Financial Bid.
4. The sealed envelope containing the proposals must be delivered to the "Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar" by **registered post/speed post/ drop box** kept in the office of the Dean & Principal Dharanidhar Medical College & Hospital Keonjhar, **Superscribed with "Supply of stationery articles / items"**.
5. The bid documents must be submitted with EMD of Rs. 5000/- (Rupees Five Thousand) only, failing which the bid will be rejected.
6. EMD will be refunded to unsuccessful bidders.
7. EMD deposited by successful / empaneled bidders will be treated as Security Deposit, which will be refunded after expiry / cancellation of the terms of the bidder.
8. Successful bidders has / have the option to submit Bank Guarantee of Rs. 5000/- (Rupees Five Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and rescue back their EMD of Rs. 5000/- within 7 days of completion of bidding process.
9. After evaluation of the technical bids, the "Financial Bids" of the technically qualified financial bidders only, will be opened in the scheduled date (to be notified later).
10. Bidders are to submit both the above sealed envelope, with other relevant documents, in another closed envelope superscribed with item for which bid is submitted.
11. A bidder can bid for a single brand or any number of brands or all brands.
12. Bids received **after due date and time will not be entertained** and shall be liable for rejection.
13. The tender paper can be downloaded from website [www.gmchkeonjhar.odisha.gov.in](http://www.gmchkeonjhar.odisha.gov.in) or [www.kendujhar.nic.in](http://www.kendujhar.nic.in).
14. Photocopy of valid Identification documents of the bidder, PAN CARD, GSTIN registration certificate, etc. must be enclosed by the bidders with due self-endorsement and seal.
15. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.



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16. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, whatsoever. If found later, action, deemed proper, including penal action, shall be initiated against the firm as per the law.
17. Delivery of articles must be made to the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar **within seven days from the date of issue of order.**
18. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
19. Undersigned also reserves the right to allot / distribute the indent order to L-2 or any other bidder at the Lowest (L-1) rate in case of L-1 bidder fails to deliver items within the stipulated time or any other situation arises thereof. The decision of the undersigned is binding to all.
20. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
21. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar has the right to cancel the order/ contract without assigning any reason thereof.
22. Valid license in and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
23. The rate should be typewritten / computerized and be distinctive. Rewriting, correction with whitener or overwriting, in any mode, will not be entertained and may be deemed as non-tenable.
24. The bidders / their authorized representatives may remain present at the time of opening of the bid.
25. Self-endorsed sealed copy of ITR for last three Assessment Years, that is, 2020-21, 2021-2022 and 2022-2023 be submitted with the tender papers.
26. All the tender documents should be signed by the concerned bidder with a mercantile seal at the bottom of each page.
27. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
28. The rate quoted and accepted by the Tender Committee will be binding for one year, that is, from the date of approval of the tender.
29. Previous performance statements if any and any other relevant documents, can also be submitted by the bidder.
30. The tenderer should furnish the self-attested copies of the following documents along with the Technical bid document:



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- a. Affidavit in a Rs. 20/- (Rupees Twenty) only, Non-Judicial stamp paper duly attested by a Notary Public or Judicial Executive Magistrate to the effect that, **they are not Black-listed.**
- b. Valid ID proof,
- c. Up-to-date valid GSTN certificate, as per rule,
- d. Valid PAN Card,
- e. Bank details
- f. Annual turn over certificate of last 3 years (ITR for last three Assessment Years, that is, 2020-21, 2021-2022 and 2022-2023).
- g. Self certification to the effect that price quoted is not more than the Open Market Price.
- h. Any other document, as deemed relevant, by the bidder.

*Gorapah*  
*08.5.23*

Dean & Principal  
Dean & Principal  
DDMCH, Keonjhar  
Dharamnidhar Medical College & Hospital  
Keonjhar



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**DECLARATION FORM BY THE BIDDER**

(Affidavit from Notary Public or Executive Magistrate, with Rs. 20/- Non Judicial Stamp Paper)

I/we ..... having our  
..... office at .....,  
..... do declare that I/we have carefully read  
all the terms & conditions of tender of Dean & Principal, Dharanidhar Medical  
College & Hospital, Keonjhar, Health & F.W. Dept., Govt. of Odisha for the supply  
of office stationeries and Consumables. The approved rate will remain valid for  
a period of one year from the date of approval. I/We will abide by all the terms  
& conditions set forth in the Tender No. \_\_\_\_\_/DDMCH, Keonjhar  
Dated \_\_\_\_\_.

I/We do hereby declare that we have **not been de-recognized / black listed** by any State Govt. / Union Territory / Govt. of India / Any Other Organization for any reason.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit / Security Deposit and debarred/ blacklist me/us for a period of 03 (Three) years for any violation of terms and condition of tender and can display this information in any public domain.

I/We further declare that I/we possess valid documents as per the terms and conditions of the tender. Tender Inviting Authority, can, at any time, physically verify the original documents or get clarifications in this regard from any authority, as deemed proper.

Date

Signature of the bidder/bidders with Seal  
Name & Address of the Firm

Email:

Mobile Number with WhatsApp



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**PROFORMA FOR TECHNICAL BID**

**INFORMATION ABOUT THE BIDDER**

(To be furnished in Cover "A" - Technical Bid)

Sl. No.	Particulars	Details	Document Sl. No.
1	Name of the Bidder		
2	Name & Address of the Local Contact person with Email & Mobile number (with WhatsApp)		
3	Address of the Bidder		
4	E-mail ID of the Bidder		
5	Mobile No. [with WhatsApp] of the Bidder		
6	Details of Bank Account: [Attach cancelled cheque] with IFS Code:		
7	Affidavit in Rs 20/- non-judicial stamp paper for not being blacklisted.		
8	Up-to-date valid GSTN certificate	No. _____ date: _____	
9	Up-to-date GSTR-3B for the month of December, 2022		
10	PAN details		



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11	Aadhar No of the Tenderer / authorized representative		
12	Valid ISI / ISO / GMP / CE / BIS / US FDA / IEC certificate (as applicable)	No. _____ date: _____	
12	Cost of Bid Document [DD / Pay order]	No. _____ date: _____	
13	EMD of Rs. 5000/- [DD / Pay order]	No. _____ date: _____	
14	Certificate for last 3 Assessment years (Income Tax - Acknowledge copies)	AY-2020-21 AY-2021-22 AY-2022-23	
15	Certificate to the effect that price quoted is not more than the Open Market Price.		

N.B.: Self attested copies of the relevant documents are to be attached with this document.

Date: \_\_\_\_\_ Authorized Signatory  
Place: \_\_\_\_\_ (Signature and seal of the Authorized Signatory)

**PROFORMA FOR FINANCIAL BID**

Sl.No.	Name of Manufacturer / Brand etc.	Rate of discount offered on the Printed price list of the manufacturer (MRP)
<b>1</b>	<b>2</b>	<b>3</b>

Date: \_\_\_\_\_ Authorized Signatory  
Place: \_\_\_\_\_ (Signature and seal of the Authorized Signatory)





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**LIST OF STATIONERY AND CONSUMABLE ARTICLES / ITEMS**

Sl. No.	Description	Specification	Quantity (Appx)
1	A 4 Size Paper	JK Easy Copier(70 pckt), Reflection White(70 pckt)	140 Pkt
2	Cello-tape	0.5"(75 nos) & 1"(55 nos)	75 & 55 nos
3	Scissors	Big	18 nos
4	Scale	Steel	25 nos
5	Register	No. 4	18 nos
6	Register	No. 6	102 nos
7	Register	No. 8	102 nos
8	Register	No. 10	70 nos
9	Register	No. 12	58 nos
10	Register	No. 14	26 nos
11	Register	No. 16	18 nos
12	Stapler	Small	17 nos
13	Stapler	Big	15 nos
14	Stapler Pin	Big	35 pkt
15	Stapler Pin	Small	45 pkt
16	Tag	bundles	70 bundles
17	Pen	Blue	58 pkt
18	Pen	Black	48 pkt
20	Pen	Red	43 pkt
21	Pencil		54 pkt
22	Sharpener		63 nos
23	Eraser		43 nos
24	Whitener		30 nos
25	Sketch Pen		28 pkt
26	Marker	Blue	43 pkt
27	Marker	Black	43 pkt
28	Marker	Red	19 pkt
29	Highlighter	Yellow	41 nos
30	Al-pin		36 pkt
31	Carbon Paper	Big	2 pkt



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32	Carbon Paper	Small	12 pkt
33	Fly Leaf File		665 nos
34	Thread		16 bundles
35	Flat File		160 nos
36	Cover File		68 nos
37	Envelop	10 inches	470 nos
38	Envelop	18 inches	220 nos
39	White Paper	Double Scrap	28 ream
40	Note Sheet	1 <sup>st</sup> Page	525 nos
41	Note Sheet	2 <sup>nd</sup> Page	850 nos
42	Colour Flag		12 pkt
43	Guard File		87 nos
44	Calculator	12 Digit	7 nos
45	Attendance Register	Students & Staffs	29 nos
46	Fevi Quick Paste		20 nos
47	Fevi Gum		26 nos
48	Gum		22 nos
49	Mug		35 nos
50	Bucket	18 inches	38 nos
51	Wall Clock		18 nos
52	Pen Stand		23 nos
53	Phenyl	White & Black	79 litters
54	Bleaching Powder		40 kg.
55	Harpic	500 gm	47 nos
56	Surf	250 gm pkt	23 kg
57	Flower Broom		48 nos
58	Stick Broom		38 nos
59	Mop		24 nos
60	Wiper		21 nos
61	Naphthalene Bulb	100 gm pkt	1504 nos
62	Hand Gloves	Use & Throw	8500 nos
63	Hand Wash	1 ltrs	35 pkt
64	Issue Register		7 nos
65	Diary Register		7 nos



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66	Vodkin		6 nos
67	A3 Paper	A 3 Size	1 pkt
68	Rough Paper		5 pkt
69	Lakha		10 pkt
70	Folder File		29 nos
71	File Board		45 nos
71	Paper Clip	Big & Small	24 pkt
72	U Pin		1 pkt
73	Drawing Pin		1 pkt
74	Permanent Marker	Blue	7 nos
75	Paper Weight		34 nos
76	Punch	Single(4 nos) & Double(4 nos)	4 & 4 nos
77	Cash Book	No. 30	2 nos
78	Acquittance Book		2 nos
79	Stamp Pad	Big(5 nos) & Small(12 nos)	5 & 12 nos.
80	Stamp Pad Ink		8 nos
81	Brown tape		4 nos
82	Stock Register	Printed	3 nos
83	Library Register	Printed	2 nos
84	Black Board	4 x 3(8 nos) & 8 x 4(6 nos)	14 nos
85	White Board	4 x5(6 nos) & 3 x 4(5 nos)	11 nos
86	Notice Board	3 x 4	2 nos
87	Chalk	Colour	15 pkt
88	Duster	Wooden Magnetic	10 nos
89	Sanitizer	1 litter each bottle	24 bottles
90	Detergent Liquid	500 each pkt	20 pkt
91	Bath Room Air Freshener		5 pkt
92	Room Freshener		2 nos
93	Toilet Brush		15 nos
94	Detergent Soap		50 nos
95	Roof Cleaning Brush		12 nos
96	Soap Case		10 nos
97	Collin	500 gm each bottle	10 bottles



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98	Door Mat		16 nos
99	Waste Buckets with cover	Colour coaded	25 nos
100	Wire Bound Notebooks	No. 6, 8, 10, 12, 14, 16( 30 nos each)	30 nos each
101	Sticky Tapes		5 nos
102	Rubber Bands	500 gm pkt	2 pkt
103	Transparent Poly-plastic A4 Document File		10 nos
104	Arch File		10 nos
105	Key-rings	With Name Tag Level	70 nos
106	Wash Bottle	Good condition white colour	50 nos

Memo No. 1756 /DDMCH, Keonjhar,

Dated: 08.05.23

Copy forwarded to all members of the Tender Committee for information and necessary action.

*Govam*  
08.5.23  
Dean & Principal  
Dharanidhar Medical College & Hospital  
Keonjhar

Memo No. 1757 /DDMCH, Keonjhar,

Dated: 08.05.23

Copy forwarded to Notice Board, Office of Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar (Kabitra) for information and necessary action.

*Govam*  
08.5.23  
Dean & Principal  
Dharanidhar Medical College & Hospital  
Keonjhar



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Memo No. 1758 /DDMCH, Keonjhar, Dated: 08.05.23

Copy forwarded to the Nodal Officer of College Website, DDMCH, Keonjhar / DIO, NIC, Keonjhar for kind information and take necessary action accordingly for display in Keonjhar District website.

*Gorapah*  
08.5.23  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar Medical College & Hospital  
Keonjhar

Memo No. 1759 /DDMCH, Keonjhar, Dated: 08.05.23

Copy to forwarded to Collector & District Magistrate, Keonjhar for kind information and take necessary action.

*Gorapah*  
08.5.23  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar Medical College & Hospital  
Keonjhar

Memo No. 1760 /DDMCH, Keonjhar, Dated: 08.05.23

Copy forwarded to Director, Medical Education & Training, Odisha, Bhubaneswar for kind information and necessary action.

*Gorapah*  
08.5.23  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar Medical College & Hospital  
Keonjhar

Memo No. 1761 /DDMCH, Keonjhar, Dated: 08.05.23

Copy forwarded to Additional Secretary, Health & Family Welfare Department, Govt. of Odisha, Bhubaneswar for kind information and take necessary action.

*Gorapah*  
08.5.23  
Dean & Principal  
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