



**OFFICE OF THE DEAN & PRINCIPAL  
DHARANIDHAR MEDICAL COLLEGE & HOSPITAL,  
KEONJHAR 758001; Email: keonjhar\_mc@gmail.com**



No 2444/DDMCH, Keonjhar,

Date 10-06-2024

**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 Glassware & Plastics etc.”** to the Office of the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar, for academic use in different pre and para clinical departments, description 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.odisha.gov.in](http://www.kendujhar.odisha.gov.in)

Modifications / Corrigendum, if any, detected / felt necessary at a later stage will be duly published and notified 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 **16.07.2024 by 5.00 PM**. No tenders will be received after the due date and time.

The bidders have 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.

Dean & 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 19.06.2024
2	Fees for bid document processing (non-refundable) by Demand Draft in favour of “Dean & Principal, Dharanidhar Medical College & Hospital” payable at “Keonjhar”.	Rs. 2,000/- (Rupees Two Thousand) 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	16.07.2024 up to 5.00 P.M.
4	Date and time of opening of bids	18.07.2024, 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. 25,000/- (Rupees Twenty-Five Thousand) only



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7	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
8	Date & Time of opening of Financial Bid	To be intimated to the Technically Qualified Bidders

Dean & Principal

DDMCH, Keonjhar

Dharanidhar Medical College & Hospital - 1  
Keonjhar

**Terms and Conditions:**

1. The interested Registered and reputed manufacturers / Authorized Distributors / Dealers / Stockists / EPM Rate Contact Holders / Firms / Agencies should submit Tender in a **sealed envelope**. All the pages of the tender papers should be duly **endorsed by the bidder with seal**.
2. It is a **two-stage-bid** tender process, that is, **one is "Technical Bid"** and the second one is **"Financial Bid"**, which are to be separately submitted in separate sealed envelopes duly superscribed as Technical Bid / Financial Bid.
3. Bidders are to submit both the above sealed envelopes, with other relevant documents, in another closed envelop superscribed with **"Supply of Glassware & Plastics etc."**, which must be delivered to "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, in due specified time & date.
4. Each bid must be accompanied by **non-refundable** Demand Draft of Rs. 2,000/- (Rupees Two Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital" payable at "Keonjhar" as a cost for bid documents / processing.
5. The bid documents must be submitted with **EMD** of Rs. 25,000/- (Rupees Twenty-Five Thousand) only, failing which the bid will be rejected.
6. EMD will be refundable 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. 25,000/- (Rupees Twenty-Five Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD of Rs. 25,000/- (Rupees Twenty-Five Thousand) only within 7 days of completion of the bidding process.
9. After evaluation of the technical bids, the "Financial Bids" of the technically qualified financial bidders will only be opened in the scheduled date (to be notified later).
10. Bids received **after due date and time will not be entertained** and shall be liable for rejection.
11. The tender paper can be downloaded from website [www.gmchkeonjhar.odisha.gov.in](http://www.gmchkeonjhar.odisha.gov.in) or [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in)

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12. Photocopy of valid Identification documents of the bidder, PAN CARD, GSTIN registration certificate and up-to-date GSTR-3B of December, 2024, must be enclosed by the bidders with due endorsement and seal.
13. Valid documentary proof of dealing with these items as per rule for which the bid is submitted.
14. Photocopy of valid up-to-date Goods Manufacturing Practice (GMP) of the manufacturers and authorized bidder of the manufacturers.
15. The bidder should have experience for last 03 (Three) consecutive years of supplying chemicals and reagents to government / Corporates / Public Sector Undertakings in Odisha through open tender process, duly supported by order copies of end-user along with certificate of satisfactory performance.
16. Copy of valid ISO / ISI / CE / BIS / US FDA / IEC certificate in respect of each item, in which the bidder is participating.
17. Photocopy of document as valid authorized dealer of the manufacturer as per rule, for the bidding items.
18. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
19. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, what-so-ever. If found later on, action, deemed proper, including penal action, shall be initiated against the firm as per the law.
20. Delivery of articles must be made to the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar within fifteen days from the date of issue of order.
21. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
22. 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.
23. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
24. 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.
25. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
26. The rate should be typewritten / computerized and distinctive. Rewriting, correction with whitener or overwriting, in any mode, will not be entertained and may be deemed as non-tenable.
27. The bidder and / or their authorized representatives may remain present at the time of opening of the bid.



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28. Self-endorsed sealed copy of ITR for last three Assessment Year, that is, 2021-22, 2022-2023 and 2023-2024 be submitted with the tender papers.
29. All the tender documents should be signed by the concerned bidder with mercantile seal at the bottom of each page.
30. The price quoted by the bidder should not be exceed the Maximum Retail Price of the article.
31. The rate quoted and accepted by the Procurement Committee will be binding for one year, that is, from the date of approval of the tender.
32. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder, duly authenticated.
33. The tenderer should furnish the self-attested copies of the following documents along with the Technical bid document:
  - a. Affidavit in a Rs. 20/- 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. Valid ISI/ISO/GMP certificate,
  - f. Valid manufacturing license/Authorization certificate, for the items.
  - g. Bank details
  - h. Annual turn-over certificate of last 3 years (ITR for last three Assessment Years, that is, 2021-22, 2022-2023 and 2023-2024).
  - i. Self-certification to the effect that price quoted is not more than the Open Market Price.
  - j. Any other document, as deemed relevant, by the bidder.

Dean & Principal  
DDMCH, Keonjhar

**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 "**Supply of Glassware & Plastics etc.**".  
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.

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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

Email:

Name & Address of the Firm

Mobile Number with WhatsApp

**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	Address of the Bidder		
3	E-mail ID of the Bidder		
4	Mobile No. [with WhatsApp] of the Bidder		
5	Details of Bank Account: [Attach cancelled cheque / 1 <sup>st</sup> page of pass book] Name of Account Holder: Name of Bank with Branch: Account Type: Account No.: IFS Code:		
6	Affidavit in Rs 20/- stamp paper for not being blacklisted.		
7	Valid Authorization Letter from the Manufacturer or firm / Manufacturing License	No. _____ date: _____	
8	Up-to date valid GSTN certificate	No. _____ date: _____	
9	PAN details		
10	Aadhar No of the Tenderer / authorized representative		
11	Valid ISI/ISO/GMP certificate	No. _____ date: _____	
12	Valid Supply License	No. _____ date: _____	



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13	Fees for Bid Document Processing [DD / Pay order] of 2000/-	No. _____ date: _____	
14	EMD Deposit of Rs. 25,000/- [DD/Pay Order]	No. _____ date: _____	
15	Up to date Annual Turn over Certificate for last 3 Assessment years (Income Tax Acknowledgement copies)	AY 2021-22 AY 2022-23 AY 2023-24	
16	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 Item	Price
<b>1</b>	<b>2</b>	<b>3</b>

Date:

**Authorized Signatory**

Place:

**(Signature and seal of the Authorized Signatory)**

**LIST OF ITEMS QUOTED**

(To be submitted with Cover-A: Technical Bid)

Sl. No.	Sl. No. of the Item (As per Item List)	Item Code	Item Name	Specification	Manufacturer/ Authorized Manufacturer Name

Date:

**Authorized Signatory**

Place:

**(Signature and seal of the Authorized Signatory)**

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**MANUFACTURER'S AUTHORISATION FORMAT**

To

The Dean & Principal,  
Dharanidhar Medical College & Hospital,  
Keonjhar – 758001, Odisha

Ref: Tender No. \_\_\_\_\_/DDMCH, Keonjhar, Dated:

Madam / Sir,

I/We, \_\_\_\_\_, who are established and reputed manufacturer's of \_\_\_\_\_ having factories at \_\_\_\_\_. Do hereby authorize \_\_\_\_\_ to submit the bid and sign the contract as per the above referred tender and also true raise bills, collect payment, as per rule.

We also extend our full guarantee for the items quoted by \_\_\_\_\_ as per the terms and conditions in the above referred tender.

Yours faithfully,

**Authorized Signatory**

**PERFORMANCE SHEET**

(Attach separate sheet if necessary)

Sl. No.	Address of the Purchaser	Order No.	Order Date	Value (In ₹)	Tender Reference No.	Page No. in the Bid	Satisfactory supply of the Order (Proof)	Page No. in the Bid
1	2	3	4	5	6	7	8	9

Date:

**Authorized Signatory**

Place:

(Signature and seal of the Authorized Signatory)

**LIST OF GLASSWARE AND PLASTICS: FOR 2024-25**

SL.NO.	DESCRIPTION	SPECIFICATION	QUANTITY APPX
1	TEST TUBE	15ML x125 WR	300
2	TEST TUBE	25 ML x 150 WR	300

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3	PIPETTE (GLASS)	5ML	20
4	PIPETTE (GLASS)	2ML	20
5	PASTEUR PIPETTE	(PLASTIC)	500
6	GLASS SLIDE	BOX	2 BOXES
7	PLASTIC BEAKERS	500 ML (GRADUATED)	4
8	PLASTIC BEAKERS	200ML (GRADUATED)	4
9	PLASTIC BEAKERS	250 ML (GRADUATED)	4
10	PLASTIC BEAKERS	100 ML (GRADUATED)	4
11	PLASTIC BEAKERS	50 ML (GRADUATED)	4
12	WATCH GLASS	3-INCH" DIA	30
13	GLASS ROD	18 INCHES	10 NOS
14	PETRI DISH 150X20MM	BOROSSIL 3160081	40/CASE X2
15	TEST TUBE STAND	TARSON 202050	5PKT
16	BOROSSIL BOTTLE	100 ML	50 NOS
17	FLASK 250 ML	BOROSSIL 4060021	2
18	FLASK 500 ML	BOROSSIL 4060024	2
19	FLASK 1000 ML	BOROSSIL 4060029	2
20	BEAKERS	50ML	20
21	BEAKERS	100 ML BOROSSIL 1000D16	12
22	BEAKERS	250 ML BOROSSIL 1000D21	12
23	BEAKERS	400 ML BOROSSIL 1000D23	2
24	BEAKERS	500 ML	10
25	BEAKERS	600 ML BOROSSIL 1000D25	2
26	BEAKERS	1000 ML BOROSSIL 1000 D29	2
27	PETRI DISH DISPOSABLE		480*5 BOX
28	STERILE COTTON SWAB WITH WOODEN STICK	150 MM x 2.5 MM INDIVIDUALLY PACKED	1000 NOS
29	PETRI DISH DISPOSABLE	BORASSIL 3165075	100/CASE X 2
30	GRADUATED CYLINDER	100ML	5
31	GRADUATED CYLINDER	250 ML	5
32	GRADUATED CYLINDER	500 ML	5
33	GRADUATED CYLINDER	1000ML	5
34	GLASS ROD	PAKET	40
35	REAGENT BOTTLE	60 ML	50
36	REAGENT BOTTLE	125 ML	50
37	REAGENT BOTTLE	250 ML	50
38	REAGENT BOTTLE	500ML	50

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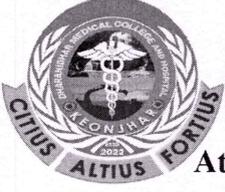
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39	REAGENT BOTTLE	1000 ML	20
40	DROPPING BOTTLE	60 ML	30
41	DROPPING BOTTLE	125 ML	30
42	COUPLING JAR	HORIZONTAL PLASTICS	60
43	COUPLING JAR	VERTICALLY GLASS	20
44	SLIDE GLASS	BOX	50
45	TEST TUBE 12 X 100 WITH RIM	BOX	50
46	TEST TUBE 12 X75 WITH RIM	BOX	5
47	TEST TUBE STAND 16 mm X 31 PLACE	BOX	50
48	GLASS SLIDE (BLUE STAR)	PACKET	50

*10.6.24*  
Dean & Principal

DDMCH, Keonjhar  
Dean & Principal

Dharanidhar Medical College & Hospital  
Keonjhar



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**(Previously Government Medical College, Keonjhar)**

At- Kabitra Village, Near DD College, Pin-758001, Email-[keonjharmc@gmail.com](mailto:keonjharmc@gmail.com)

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Memo No. 2447 / DDMCH, Keonjhar

Dated 10-06-24

Copy forwarded to the DGM, District website, Keonjhar/Nodal Officer, College Website, DDMCH, Keonjhar for information & take necessary action accordingly for display in websites.

*Gotam*  
*10.6.24*

Dean & Principal  
DDMCH, Keonjhar

Dean & Principal  
Dharanidhar Medical College & Hospital  
Keonjhar