



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



No 2430/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 Office Stationeries 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 or www.kendujhar.odisha.gov.in

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 **05.07.2024 by 5.00 PM**. No tenders will be received after the 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.

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 12.06.2024
2	Fees for bid document processing (non-refundable) by Demand Draft in favour of “Dean & Principal, Dharanidhar Medical College & Hospital” payable at “Keonjhar”.	Rs. 2,500/- (Rupees Two Thousand Five Hundred) 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	05.07.2024 up to 5.00 P.M.
4	Date and time of opening of technical bids	06.07.2024 at 4.00 PM

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5	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
6	EMD (Refundable for unsuccessful bidders)	Rs. 50,000/- (Rupees Fifty 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.

Dean & Principal

DDMCH, Keonjhar

Dharanidhar Medical College & Hospital
Keonjhar

Terms and Conditions:

1. The interested Registered and reputed manufacturers / Authorized Distributors / Dealers / Stuckists / EPM Rate Contract 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 Office Stationeries and Consumable Articles / Items”**, 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. The bid must be accompanied by **non-refundable** Demand Draft of Rs. 2,500/- (Rupees Two Thousand Five Hundred) 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. 50,000/- (Rupees Fifty 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. 50,000/- (Rupees Fifty Thousand) only in favour of “Dean & Principal,

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Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD of Rs. 50,000/- (Rupees Fifty 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 only, will be opened on the scheduled date (to be notified later).
10. Bids received **after due date and time will not be entertained** and shall be rejected as such.
11. The tender paper can be downloaded from website www.gmchkeonjhar.odisha.gov.in or www.kendujhar.odisha.gov.in
12. Photocopies 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.
13. Legal dispute, if any arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
14. 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.
15. Delivery of articles must be made to the Office of Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar **within 15 (Fifteen) days from the date of issue of order.**
16. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the biddings without assigning any reason thereof.
17. 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.
18. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
19. 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.
20. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
21. 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.



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22. The bidder and / or their authorized representatives may remain present at the time of opening of the bids.
23. Self-endorsed copies of ITR for last three Assessment Years, that is, 2021-22, 2022-2023 and 2023-2024 is to be submitted with the tender papers.
24. All the tender documents should be signed by the concerned bidder with a mercantile seal at the bottom of each page.
25. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
26. 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.
27. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder.
28. The tenderer should furnish the self-attested copies of the following documents along with the technical bid documents:
 - a. Affidavit in a Rs. 20/- (Rupees Twenty) only, non-judicial stamp paper duly attested by a Notary Public or Executive Magistrate to the effect that, **they are not Black-listed.**
 - b. Valid ID proof,
 - c. Up-to date valid GSTIN certificate, as per rule,
 - d. Valid PAN Card,
 - e. Bank details.
 - f. Annual turnover certificate of last 3 years (ITR for last three Assessment Years, that is, 2021-22, 2022-2023 and 2023-2024).
 - 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.

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 the tender of Dean & Principal, Dharanidhar Medical College &
Hospital, Keonjhar, Health & F.W. Dept., Govt. of Odisha for **"Supply of Office Stationeries
and Consumable Articles / Items"**. The approved rate will remain valid for a period of one

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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 debar / 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	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 GSTIN certificate	No. _____ date: _____	
9	Up-to-date GSTR-3B for the month of December, 2023		
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	Fees for Bid Document Processing [DD / Pay order]	No. _____ date: _____	
13	EMD of Rs. 50,000/- [DD / Pay order]	No. _____ date: _____	
14	Certificate for last 3 Assessment years (Income Tax - Acknowledge copies)	AY-2021-22 AY-2022-23 AY-2023-24	
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)
1	2	3

Date:

Authorized Signatory

Place:

(Signature and seal of the Authorized Signatory)

LIST OF OFFICE STATIONERIES AND CONSUMABLES ARTICLES / ITEMS: FOR 2024-25

Sl. No.	Description	Specification	Quantity (Appx)
1	A 4 Size Paper	A 4 Size	350
2	A3 Paper	A 3 Size	2
3	Legal Size Paper	Legal Size	3 packet
4	Cello-tape	0.5" & 1"	75 & 55
5	Scissors	Big	18

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6	Scale	Steel	30
7	Register No. 4	Pages -	60
8	Register No. 6	Pages -	100
9	Register No. 8	Pages -	80
10	Register No. 10	Pages -	80
11	Register No. 12	Pages -	60
12	Register No. 14	Pages -	60
13	Register No. 16	Pages -	30
14	Stapler	Small	18
15	Stapler	Big	20
16	Stapler Pin	Big	50
17	Stapler Pin	Small	100
18	Tag		70
20	Pen	Blue	60
21	Pen	Black	48
22	Pen	Red	42
23	Pencil		60
24	Sharpener		60
25	Eraser		50
26	Whitener		30
27	Sketch Pen		28
28	Marker	Blue	50
29	Marker	Black	50
30	Marker	Red	24
31	Highlighter	Yellow	42
32	Al-pin		36
33	Carbon Paper	Big	2
34	Carbon Paper	Small	6
35	Fly Leaf File		1000
36	Thread		20
37	Flat File		160
38	Cover File		72
39	Envelop	10 inches	1000
40	Envelop	18 inches	250
41	White Paper	Double Scape	40
42	Note Sheet	1 st Page	600
43	Note Sheet	2 nd Page	2000
44	Color Flag		100
45	Guard File		50



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46	Calculator	12 Digit	7
47	Attendance Register	Students & Staffs	30
48	Fevi Quick Paste		20
49	Sketch Pen		42
50	Fevi Gum		50
51	Gum		30
52	Mug		60
53	Bucket	18 inches	60
54	Pen Stand		24
55	Surf		30
56	Mop		20
57	Wiper		24
58	Naphthalene Bulb		5kg
59	Hand Gloves	Use & Throw	9000
60	Hand Wash		10lit
61	Issue Register		2
62	Diary Register		2
63	Vodkin		20
64	Rough Paper		5
65	Lakha		2kg
66	Folder File		60
67	File Board		60
68	Paper Clip	Big & Small	24
69	U Pin		10
70	Drawing Pin		1
71	Permanent Marker	Blue	24
72	Paper Weight		60
73	Punch	Single & Double	4 & 4
74	Cash Book		2
75	Acquittance Book		2
76	Stamp Pad	Big & Small	5 & 12
77	Stamp Pad Ink		12
78	Brown tape		4
79	Stock Register	Printed	10
80	Library Register	Printed	12
81	Black Board	4 x 3 & 8 x 4	16
82	White Board	4 x 5 & 3 x 4	12
83	Notice Board	3 x 4	16
84	Chalk		24

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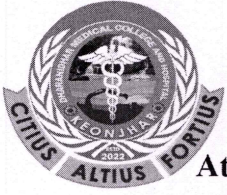


85	Duster	Wooden Magnetic	10
86	Room Freshener		10
87	Soap Case		100
88	Collin		10
89	Waste Buckets with cover	Color coded	100
90	Wire Bound Notebooks	No. 6, 8, 10, 12, 14, 16	30
91	Sticky Tapes		5
92	Rubber Bands		2
93	Transparent Poly-plastic A4 Document File		24
94	Arch File		60
95	Key-rings	With Name Tag	70
96	Dettol Liquide		10lit
97	Color Chalk		10
98	Student Exam Writing Board		175pc
99	Glass coated Name plate		24
100	Cobra File		60
101	Detergent soap		120

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(Previously Government Medical College, Keonjhar)
At- Kabitra Village, Near DD College, Pin-758001, Email-keonjharmc@gmail.com



Memo No. 2433 /DDMCH, Keonjhar,

Dated: 10-06-2024

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

Gohar
10.6.24

Dean & Principal
DDMCH, Keonjhar

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Keonjhar