

**OFFICE OF THE DEAN & PRINCIPAL  
DHARANIDHAR MEDICAL COLLEGE & HOSPITAL, KEONJHAR  
(Previously Government Medical College, Keonjhar)**

At- Kabitra Village, Near DD College, Pin-758001, Email-keonjharmc@gmail.com

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No 2831 /DDMCH, Keonjhar,

Date 10-07-24

**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 Consumables and Accessories for updating of Computers, Laptops, Printers and Scanners etc., ancillary related items & maintenance”** to the Office of the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar, for use in different departments and other official uses, 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 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.

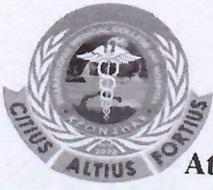
Last date of submission of tenders is **07.08.2024 by 5.00 PM.**

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.

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.

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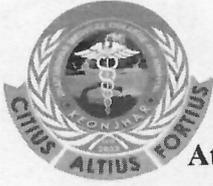
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**Key information and important dates:**

Sl. No.	Particulars	Information
1	Start Date for sale or availability of bid document in the official websites	From 10.07.2024
2	Cost of 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.
3	Last date and time for receipt of bids by Speed post / Registered post / Drop Box	07.08.2024 up to 5.00 P.M.
4	Date and time of opening of Bids	08.08.2024 04.00 PM
5	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
6	EMD (Refundable for unsuccessful bidders)	Rs. 5,000/-
7	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.

*Gokarn*  
*10-7-24*  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar Medical College & Hospital  
Keonjhar



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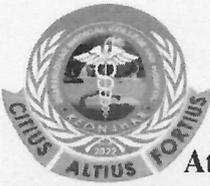
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**Terms and Conditions:**

1. The interested Registered and reputed manufacturers / Authorized Distributors / Dealers / Stockists / 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 Consumables and Accessories for updating of Computers, Laptops, Printers and Scanners etc., ancillary related items & maintenance"**, 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. 2,000/- (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. 5,000/- (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. 5,000/- (Rupees Five Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD of Rs. 5,000/- (Rupees Five Thousand) only within 7 days of completion of the bidding process.
9. Bids received **after due date and time will not be entertained** and shall be rejected as such.

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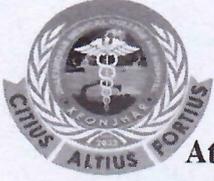
At- Kabitra Village, Near DD College, Pin-758001, Email-keonjharmc@gmail.com

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10. 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)
11. 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.
12. Legal dispute, if any arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
13. 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.
14. Bidders may have to display specified items in the institute for qualitative assessment, if needed.
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. 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
18. 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.
19. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
20. 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.
21. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
22. 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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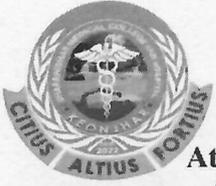
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23. The bidder and / or their authorized representatives may remain present at the time of opening of the bids.
24. Self-endorsed copies of ITR for last three Assessment Years, that is, 2021-22, 2022-2023 and 2023-2024 is to be submitted with the tender papers.
25. All the tender documents should be signed by the concerned bidder with a mercantile seal at the bottom of each page.
26. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
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.

*Geokapoh*  
*10-7-24*  
Dean & Principal  
DDMCH, Keonjhar  
Dharanidhar 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 **“Supply  
 of Consumables and Accessories for updating of Computers, Laptops, Printers  
 and Scanners etc. ancillary related items & maintenance”**. 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.

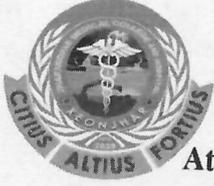
Date

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

Email:

Mobile Number with WhatsApp

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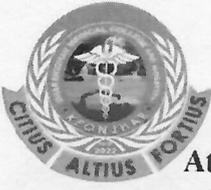


**PROFORMA FOR TECHNICAL BID**

**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	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 bidder / authorized representative		
11	Cost of Bid Document [DD / Pay order]	No. _____ date: _____	
12	EMD / Security Deposit of Rs. 5,000/-	No. _____ date: _____	
13	Up to date Annual Turnover Certificate for last 3 Assessment years (Income Tax Acknowledgement copies)	AY 2021-22 AY 2022-23 AY 2023-24	

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14	Certificate to the effect that price quoted is not more than the Open Market Price.		
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N.B.: Self attested copies of the relevant documents are to be attached with this document.

Date:  
Place:

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

**LIST OF ITEMS QUOTED**

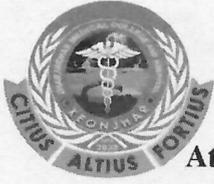
(To be submitted with Cover-A: Technical Bid)

Sl. No.	Sl. No. of the Item (As per Item List in Pro Forma-(Annexure-1)	Item Code	Item Name	Specification	Manufacturer/ Authorized Manufacturer Name

Date:  
Place:

**Authorized Signatory**  
(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 manufacturers / suppliers of

\_\_\_\_\_ do hereby authorize \_\_\_\_\_ to submit the bid and sign the contract as per the above referred tender and also 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)

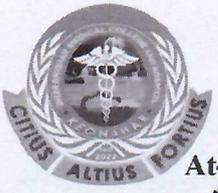
Sl. No.	Address of the Purchaser	Order No.	Order Date	Value (In ₹)	Tender Reference No.	Page No. in the Bid	Satisfactory supply of the Order (Proof)	Page No. in the Bid
1	2	3	4	5	6	7	8	9

Date:

Authorized Signatory

Place:

(Signature and seal of the Authorized Signatory)



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**ANNEXURE: TENTATIVE LIST OF REQUIREMENTS**

Sl. No.	Description	Specification	Quantity (Appx)
1	SSD 256 GB	-	30
	SSD 512 GB	-	30
2	Toner Cartridge	To be separately quoted with specifications	100

The bidder has to submit quotations for items mentioned above with due multi-specifications as applicable.

Memo No. 2837/DDMCH, Keonjhar,

Dated: 10-07-24

Copy forwarded to District e-Governance Manager, Keonjhar / Nodal Officer of College website, DDMCH, Keonjhar for kind information and take necessary action accordingly for display in websites.

Gokulm  
10.7.24  
Dean & Principal

DDMCH, Keonjhar

Dharanidhar Medical College & Hospital  
Keonjhar