



**OFFICE OF THE SUPERINTENDENT, DHARANIDHAR
MEDICAL COLLEGE & HOSPITAL, KEONJHAR – 758001**



Advt. No. 2247/Superintendent, DDMCH, Keonjhar

Date.. 22.8.2024

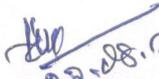
TENDER CALL NOTICE

Sealed tenders are hereby invited from the intending manufacturers or their authorized stockiest / Distributors Supply of Stationery & Printing Materials (Contingency) items of DDMCH, Keonjhar

The eligible bidders may submit their tender papers on or before 20.09.2024 by 5.00 P.M. through Registered Post / Speed Post / Courier only to the undersigned. The Technical Bid documents will be opened on 21.09.2024 at 11.30 A.M. Those who will qualify in the Technical Bid, their Financial Bids will be opened on same day. The details in this connection are available in the district portal website i.e. <https://kendujhar.odisha.gov.in>

The authority will not be responsible for any postal delay. The undersigned has reserves the right to reject or cancelled any or all the Tender without assigning any reason thereof.

Sd/- Superintendent, Dharanidhar Medical College & Hospital, Keonjhar


22.08.2024
Superintendent
Dharanidhar Medical College & Hospital
Keonjhar



OFFICE OF THE SUPERINTENDENT, DHARANIDHAR MEDICAL
COLLEGE & HOSPITAL, KEONJHAR – 758001

Email: - supdtgmckeonjhar@gmail.com



Letter No. 2247 / DDMC&H, Keonjhar

Date 22.08.2024

TENDER CALL NOTICE

Terms and Conditions of Tender submission & Finalization

Sealed Tenders are invited from the manufacturer for supply of **Stationary & Printing Materials**

(Contingency) items of Dharanidhar Medical College & Hospital, Keonjhar or their authorized stockiest as per list enclosed (Annexure "A").

Last date and time for submission of Tender	20.09.2024 till 5.00 pm Through (Speed Post/ Registered Post/ Courier Only)
Date, Time & Place of Opening of Tender	21.09.2024 at 11.30 AM At – O/o. Superintendent, DDMCH, Keonjhar
Documents to be submitted	a) Copy of GST b) Photo Copy PAN Card of the organization (Firm/Agency/Proprietor) c) Copy of authorization certificate in case of distributor. d) Copy of valid ISO of manufacturer/ Distributer. e) Proof of at least one order copy of any hospital supply (Govt./ PSU/ PVT) f) Average annual turnover amounting to Rs. 50,00000.00 (Fifty Lakhs) in last three financial years (2020-21, 2021-22 & 2022-23). The audit Report for the above said financial year to attached for verification. g) Provide any other certification as mentioned in specification of specific product. h) Undertaking for supply of the materials as per the specifications and only.
Signing of Documents	All papers / documents submitted with the Tender must be signed by the Bidder.
Tender Paper Cost and Earnest Money Deposit	Tender Paper Cost of Rs. 1000/- (Rupees One Thousand Only) (Non-Refundable) in form of Demand Draft drawn in favor of " Superintendent " payable at DDMC&H, Keonjhar. Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in form of Bank Draft in favor of " Superintendent " payable at DDMC&H, Keonjhar.EMD will be refunded to the unsuccessful bidders after finalization of Tender Process without interest. The EMD is exempted for MSME firm who are participating for this tender process with all record for proved. The EMD of successful bidder will be refunded after completion of the supply (one year) without interest.


22.08.24
Superintendent
Dharanidhar Medical College & Hospital
Keonjhar

Delivery Time line	The agency must ensure for delivery of the product at Office of the Superintendent, DDMCH, Keonjhar within fifteen days after receiving of order (Supply started from day one and completed within 15 days)
Submission of Bid Documents	The Bidders must submit the Technical and Financial Bid through (Speed Post/ Registered Post/ Courier Only) as "Tender for supply of Stationary & Printing Materials (Contingency) Items" .
Validity	The tender rate to be valid for one year from date of approval.
The undersign reserves all the rights to cancel or reject any or all tenders without assigning any reason thereof. The decision of the committee will be treated as final. The committee reserves the rights to cancel any item if the quality of the item (Sample) is compromised.	


Superintendent
Dharanidhar Medical College & Hospital
Keonjhar

Annexure "A"
List of items with specifications
STATIONERY (CONTINGENCY) ITEMS

Sl. No	Product Name	Specification/Method	Pack size
1	A4 Size Paper	JK Pvt. Ltd. 500 sheets per/ packet	
2	A3 Size Paper	JK Pvt. Ltd. 500 sheets per/ packet	
3	Legal Size Paper	JK Pvt. Ltd. 500 sheets per/ packet	
4	Tissue Paper	Per Pkt.	
5	Cotton Tag	Per Bundle	
6	Stapler (Big/Small)	Per each rate	
7	Stapler Pin (Big/Small)	Nos.	
8	Envelope	Size – 27 x 12 cm & 20 x 10 cm	
9	Fly Leaf	Per 1000 nos.	
10	Stamp Pad (Big & Small)	Nos.	
11	Stamp Pad Ink	Nos.	
12	Pen	Use and through	
13	Pen	Per each rate	
14	Gum	Nos.	
15	Alpin	Per packet	
16	Plastic Cover File	Per nos.	
17	Tailor Scissor 10 inch, SS	Nos.	
18	Scissor	Nos.	
19	Surf Excel Powder	Per Kg.	
20	Hand Wash Liquid	1 Lite Bottle	
21	Calculator (Small and Big)	Nos.	
22	Tape	5 feet	
23	Pencil with Rubber	Nos.	
24	Scale (Steel and Plastic)	One feet	
25	Whitener	Per each	
26	Permanent Marker	Per each	
27	Marker (Small & Big)	Per each	
28	Plastic Water Bottle	Per each	
29	Steel Water Bottle	Per each	
30	Pencil Battery	Per each	

31	Plastic Bucket (16')	Per each	
32	Plastic Mug	Per each	
33	Cell Tape	Per each	
34	Towel (Big and Small)	Per nos. (mention each size)	
35	Cartridge Computer	No.- 110	
36	Cartridge Computer	No.- 88A	
37	Cartridge Computer	No.- 152A	
38	Cartridge Computer	No.- 925	
39	Cartridge Computer	No.- 335	
40	Printing with A4 size paper (one side)	Per each rate	
41	Printing with A4 size paper (both side)	Per each rate	
42	Printing with A4 size papers (½ size)	Per each rate	
43	IPD & OPD Register	No.-500 pages (full scape)	
44	Calling bell (Electric and Betray)	Electric and Betray	
45	Wall clock	Betray operator	
46	Adheship Flap	For File marking	
47	Puncher S.S	Single and double	
48	Box File Folder	Box File Folder	
49	Push Pin (Wall Pin)	Packet of 100nos.	
50	Fudani	Iron (S/S)	
51	Table calling Bell	Betray operator	
52	Cutter (Utility knife)	S.S	
53	Binder Clip	Packet of 10nos.	
54	Paper Clip	Per Packet 10nos.	
55	Double Tap	Adhesive Tap	
56	Measuring Tap	10 Feet	
57	Exam board with Clip	Transparent	
58	Glass Gum	100 ml Bottle with dropper or brush	
59	Table Glass	2.5*3.0 Fit	
60	Printing of Blood & Urine Report Paid	Specification available at Office	


 Superintendent
 22.08.2024
 Dharanidhar Medical College & Hospital
 Keonjhar

Annexure-B

AFFIDAVIT

I / We _____ do hereby declare that I / We have not been de-recognized / black listed/debarred by any state Govt. or Central Govt. organization for supply of Not of Standard Quality (NSQ) Items / non-supply of any items / part supply of any items.

I / We hereby agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit (EMD) and blacklist me / us for a period of 3 years if, any information furnished by me / us found to be incorrect and false at any stage.

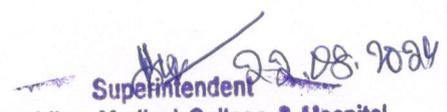
I/We hereby also agreed that I/We will abide by the Tender terms & conditions. The Tender Inviting Authority has right to forfeit my/our EMD amount if I/we fail to comply with/abide by the terms and conditions.

Place:

Date:

Signature of the Authorized Signatory & Seal of the Bidder

Seal & Signature of the Notary Public


Superintendent
Dharanidhar Medical College & Hospital
Keonjhar

Annexure-C

DECLARATION

(To be filled by the Bidder)

I / We _____ do hereby declare that I / We have quoted the rate for each of the individual item I/we are submitting quotation for. The rate is inclusive of excise duty, insurance, packing, forwarding, freight & door delivery to DDMC&H, Keonjhar and exclusive GST (if any).

Signature of the Bidder with seal


Superintendent
Dharanidhar Medical College & Hospital
Keonjhar

Annexure-D

DECLARATION

(To be filled by the Bidder)

I / We _____ do hereby declare that I / We supply the stocks within 15 days (Supply started from 01 day and completed within 15 days) from the date of issue of the Purchase Order. I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit (EMD) and blacklist/disqualified/debar me / us for a period of next 3 years for non-supply / part supply of the stocks within the stipulated time period.

Signature of the Bidder with seal


Superintendent
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Keonjhar

Annexure-E

**ANNUAL AVERAGE TURNOVER STATEMENT
(To be furnished in the letter head of the Chartered Accountant)**

The Annual Turnover of M/s _____ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.No	Financial Year	Turnover in Lakh (Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
Average Annual Turnover in Lakh (Rs.)		

Date:
Place:

Signature of Chartered Accountant

(Name in Capital)

Seal Membership No.....

Note:

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.


Superintendent
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Keonjhar

Check List for supply of Stationary (Contingency) items of Dharanidhar Medical College & Hopital, Keonjhar

Sl. No	Details of the Bidders	Details described	Page No.
1	Name of the firm / agency (Proof of Registration to be Submitted)		
2	Address of the Firm / Agency		
3	Name of the Contact person		
4	Email of the contact person		
5	Contact Number		
6	PAN Card No of the organization (Firm/Agency/Proprietor)Xerox Copy to be attached		
7	Tender Paper Cost Rs. 1000.00 (Rupees OneThousand) In favour of "Superintendent", DDMCH, Keonjhar" (Non-refundable)		
8	EMD Rs. 200000.00 (Rupees Twenty Thousands) In favour of "Superintendent", DDMCH, Keonjhar" (Refundable). Exempted for MSME Firms with proved.		
9	Xerox copy of GST.		
10	Xerox copy of valid ISO/CE/ISI/FDC/GMP of manufacturer/ Distributer		
11	Copy of authorization certificate in case of distributer.		
12	Proof of at least one order copy of any hospital supply (Govt./ PSU/ PVT)		
13	Undertaking as per (Annexure- B)		
14	Declaration as per (Annexure-C).		
15	Supply period of the materials (Annexure- D)		
16	Average annual turnover of amounting to Rs.5000000.00 (Fifty Lakhs) in last Three financial year (2020-21, 2021-22, 2022-23). The audit reports to be submitted for above said years. (Annexure- E)		


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Keonjhar

FINANCIAL BID FOR SUPPLY OF STATIONARY (CONTINGENCY) ITEMS

Sl. No	Name of items.	Pack Size	Base Price as per Pack size Rs.	GST (in %)	Rate in Rs. (Inclusive of GST)
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• Note –The rate to be quoted must inclusive transportation (FOR Destination).

Date:
Place:

Signature
Name
Designation:


 Superintendent
 Dharanidhar Medical College & Hospital
 Keonjhar