



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



No 1950/DDMCH, Keonjhar,

Date 02/06/2025

**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.gmckeonjhar.odisha.gov.in](http://www.gmckeonjhar.odisha.gov.in) or [www.kendujar.odisha.gov.in](http://www.kendujar.odisha.gov.in)

Modifications / Corrigendum, if any, detected / felt necessary at a later stage will be duly published and notified in the web site [www.gmckeonjhar.odisha.gov.in](http://www.gmckeonjhar.odisha.gov.in) Hence the bidders are advised to check the website 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 **04.07.2025 by 5.00 PM**. No tenders will be received after the due date and time.

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	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).
2	Last date and time for receipt of bids by Speed post / Registered post / Drop Box	04.07.2025 upto 5.00 PM
3	Date and time of opening of bids	05.07.2025, 3.00 PM
4	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
5	EMD (Refundable for unsuccessful bidders)	Rs. 20,000/- (Rupees Twenty Thousand) only
6	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
7	Date & Time of opening of Financial Bid	To be intimated to the Technically Qualified Bidders



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**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. 2,500/- (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. 20,000/- (Rupees Twenty 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. 20,000/- (Rupees Twenty Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD of Rs. 20,000/- (Rupees Twenty 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 bidders will be opened in the scheduled date (to be notified later).
10. A bidder can bid for minimum **30** or more or all items.
11. Photocopy of valid Identification documents of the bidder, PAN CARD, GSTIN registration certificate and up-to-date GSTR-3B must be enclosed by the bidders with due endorsement and seal.
12. Valid documentary proof of dealing with these items as per rule for which the bid is submitted.
13. Photocopy of valid up-to-date Goods Manufacturing Practice (GMP) of the manufacturers and authorized bidder of the manufacturers.
14. 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.

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15. Copy of valid ISO / ISI / CE / BIS / US FDA / IEC certificate in respect of each item, in which the bidder is participating.
16. Photocopy of document as valid authorized dealer of the manufacturer as per rule, for the bidding items.
17. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
18. 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.
19. Delivery of articles must be made to the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar within thirty days from the date of issue of order.
20. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
21. 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.
22. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
23. 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.
24. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
25. 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.
26. The bidder and / or their authorized representatives may remain present at the time of opening of the bid.
27. Self-endorsed Acknowledged copy of ITR for last three Assessment Year to be submitted with the tender papers.
28. All the tender documents should be signed by the concerned bidder with mercantile seal at the bottom of each page.
29. The price quoted by the bidder should not be exceed the Maximum Retail Price of the article.
30. 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.
31. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder, duly authenticated.
32. The tenderer should furnish the self-attested copies of the following documents along with the Technical bid document:

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- 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.**
- Valid ID proof,
- Up-to date valid GSTN certificate, as per rule,
- Valid PAN Card,
- Valid ISI/ISO/GMP certificate,
- Valid manufacturing license/Authorization certificate, for the items.
- Bank details
- Annual turn-over certificate of last 3 years (ITR of last three Assessment Years).
- Self-certification to the effect that price quoted is not more than the Open Market Price.
- Any other document, as deemed relevant, by the bidder.

**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.

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  
Email:  
Mobile Number with WhatsApp

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

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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 Tenderer / authorized representative		
11	Valid ISI/ISO/GMP certificate	No. _____ date: _____	
12	Valid Supply License	No. _____ date: _____	
13	Fees for Bid Document Processing [DD / Pay order] of 2,500/-	No. _____ date: _____	
14	EMD Deposit of Rs. 20,000/- [DD/Pay Order]	No. _____ date: _____	
15	Up to date Annual Turn over Certificate for last 3 Financial years (Income Tax Acknowledgement copies)		
16	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: \_\_\_\_\_ Authorized Signatory  
Place: \_\_\_\_\_ (Signature and seal of the Authorized Signatory)

**PROFORMA FOR FINANCIAL BID**

Sl.No.	Name of Item	Price
1	2	3

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)

**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 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.



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I/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 GLASSWERE & PLASTICS ETC.**

SL NO	ITEM	SPECIFICATION	Quantity Appx.
1	ACRYLIC MUSEUM SPECIMEN JAR	10x12x8 inch	15
2	ACRYLIC MUSEUM SPECIMEN JAR	8x10x6 inch	24
3	ACRYLIC MUSEUM SPECIMEN JAR	8x5x4 inch	24
4	GLASS BEAKER (BOROSILICATE)	50ml.	24
5	GLASS BEAKER (BOROSILICATE)	100ml.	26
6	GLASS BEAKER (BOROSILICATE)	250ml.	24
7	GLASS BEAKER (BOROSILICATE)	400 ml.	2
8	GLASS BEAKER (BOROSILICATE)	500ml.	24
9	GLASS BEAKER (BOROSILICATE)	600 ml.	50
10	GLASS BEAKER (BOROSILICATE)	1000 ml.	2
11	GLASS BOTTLE (BOROSILICATE)	100 ml.	2
12	BRUSH (TEST TUBE CLEANER)		45
13	CAPILLARY TUBE	Each 100 Pieces	5
14	CENTRIFUGE TUBE GRADUATED	5 ml.	2000
15	CENTRIFUGE TUBE GRADUATED	10 ml.	2000
16	CONCAVITY SLIDE	GWO92	5 PKT X 50
17	CONICAL FLASK (GLASS, BOROSILICATE)	100 ml.	10



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18	CONICAL FLASK (GLASS, BOROSILICATE)	250 ml.	12
19	CONICAL FLASK (GLASS, BOROSILICATE)	500 ml.	12
20	CONICAL FLASK (GLASS, BOROSILICATE)	1000 ml.	6
21	COUPLIN JAR	Horizontal Plastics	50
22	COUPLIN JAR	Vertically Glass	20
23	COVER SLIP (Box)	Small/Medium/ /Large	20/20/50
24	COVER SLIP RECTANGLE SIZE	BG014C	5 X 100
25	COVER SLIP SQUARE SIZE	BG013C	5 X 100
26	DISCARDING JAR (PLASTIC)	100 x 50 mm	50
27	PLASTIC SQUEEZE WASHING BOTTLE	500 ml	100
28	DROPPING BOTTLE	60 ml.	100
29	DROPPING BOTTLE	125 ml.	50
30	ESR PIPETTE	Glass	15
31	ESR STAND FOR 6 TUBES		5
32	CONICAL FLASK (BOROSILICATE)	500 ml.	10
33	CONICAL FLASK (BOROSILICATE)	1000 ml.	10
34	FUNNEL (BOROSILICATE)	LARGE/MEDIUM	10 each
35	GLASS TEST TUBE (5 ML)	12 x 75 mm	5 pack
36	GLASS ROD	0.6 cm (Diameter)	125
37	MICROTIPS BOX	1000 micro litter	2000
38	MICROTIPS BOX	100 micro litter	2000
39	MICROTIPS BOX	50 micro litter	2000
40	MICROTIPS BOX	10 micro litter	2000
41	NICHROME LOOP (2-4 mm)	LA019	5 pack (10 each)
42	NICHROME STRAIGHT WIRE	LA022	5 pack (10 each)
43	PASTURE PIPETTE (PLASTIC)	5 ml.	2010
44	PIPTTE RUBBER BULB		50
45	PASTURE PIPETTE (GLASS)	10ml., 5 ml., 1 ml.	40 each
46	PETRI DISH (BOROSILICATE)	150 X 20 mm	100/CASE X 2
47	PETRI DISH DISPOSABLE	150 mm x 2.5 mm INDIVIDUALLY PACKED	1000 NOS
48	PIPETTE STAND	Vertical	10
49	PLASTIC BEAKER	1000 ML	2 PKT
50	PLASTIC BEAKER	250 ML	2 PKT
51	PLASTIC DROPER	5 ml.	2 PKT
52	PLASTIC JAR WITH COVER	250ml	200
53	REAGENT BOTTLE	60 ml. plastic	200
54	REAGENT BOTTLE	125 ml plastic	200
55	REAGENT BOTTLE	250 ml. plastic	150
56	REAGENT BOTTLE	500 ml. plastic	100

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57	REAGENT BOTTLE (BOROSILICATE WITH LID PLASTIC)	60 ml./100ml./125 ml./250 ml.	EACH-60
58	SCALPAL BLADE	Size 24	10 PKT
59	SLIDE BOX (Cabinet)	Each box-50 Piece	60
60	SPOON PLASTIC (TABLE SPOON)	15 ml.	10
61	SPOON PLASTIC (TEA SPOON)	5 ml.	10
62	SLIDES (GLASS)		75 PKT
63	STERILE COTTON SWAB	100 per pack	5 PKT
64	SCREW CAP BOTTLE (GLASS)	250 ml. / 500 ml.	EACH-4
65	STERILE URICOL	30 ml.	1500
66	TEST TUBE BASKET		20
67	TEST TUBE RACK	20 place	40
68	TEST TUBE RACK	30 place	50
69	TEST TUBE (BOROSILICATE)	10 ml.	200
70	TEST TUBE (BOROSILICATE)	5 ml.	500
71	WATCH GLASS	Borosilicate	100
72	WATER DISPENSION WITH LID BOROSILICATE	10 lit	4
73	WHATMAN FILTER PAPER		5
74	WIDAL RACK WITH GLASS TUBE		5
75	WINTROBE'S TUBE		15
76	NEUBAUER'S CHAMBER		5
77	SAFETY LANCET	100 PIECE PACK	10

*[Signature]*  
02.6.25

Dean & Principal  
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Dharanidhar Medical College & Hospital  
Keonjhar