



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



No. 1962/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 Contact Holders / Firms / Agencies for **“Supply of consumables and accessories for updation of Computers, Laptops, Printers and Scanners etc. (ancillary related items)”** 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 or 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 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 **10.07.2025 by 5.00 PM**. No tenders will be received after due date and time.

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.

Key information and important dates:

Sl. No.	Particulars	Information
1	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.
2	Last date and time for receipt of bids by Speed post / Registered post / Drop Box	10.07.2025 up to 5.00 P.M.
3	Date and time of opening of Technical bids	11.07.2025, 3.00 PM
4	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.



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5	EMD (Refundable for unsuccessful bidders)	Rs. 5,000/-
6	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
7	Date and time of opening of Financial bids	To be intimated to the technically qualified bidders.

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 consumables and accessories for updation of Computers, Laptops, Printers and Scanners etc. (ancillary related 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. Each bid mut 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 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. 5,000/- (Rupees Five Thousand) only in favour of “Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar” payable at “Keonjhar” and rescue back their EMD of Rs. 5,000/- within 7 days of completion of bidding process
9. After evaluation of the technical bids, the “Financial Bids” of the technically qualified bidders will only be opened in the scheduled date (to be notified later).

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10. Bids received **after due date and time will not be entertained** and shall be liable for rejection.
11. Photocopy of valid Identification documents of the bidder, PAN CARD, GSTIN registration certificate and up-to-date GSTR-3B of December, 2022, must be enclosed by the bidders with due endorsement and seal.
12. The bidder should have experience for last 03 (Three) consecutive years of supplying these items 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.
13. Copy of valid ISO / ISI / CE / BIS / US FDA / IEC certificate in respect of each item, as applicable, in which the bidder is participating.
14. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
15. The Bidder must **not been 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.
16. 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.
17. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
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. Bidders may have to display specified items in the institute for qualitative assessment, if needed (to be specifically intimated).
21. 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.
22. Photocopy of valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
23. 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.
24. The bidder and/or their authorized representatives may remain present at the time of opening of the bid.

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25. Self-endorsed Acknowledgement copies of ITR for last three Assessment Year are to be submitted with the tender papers.
26. All the tender documents should be signed by the concerned bidder with mercantile seal at the bottom of each page.
27. The rate quoted and accepted by the Tender Committee will be binding for one year, that is, from the date of approval of the tender.
28. Previous performance statements, if any, and any other relevant documents, can also submitted by the bidder, duly authenticated.
29. The tenderer should furnish with 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 Licenses / valid manufacturing license / authorization certificate, for the items, as applicable.
 - f. Bank details
 - g. Annual turnover certificate of last 3 years (ITR for last three Assessment Years).
 - h. Any other document, as deemed relevant, by the bidder.

[Handwritten Signature]
Dean & Principal
Dharanidhar Medical College & Hospital
DDMCH, Keonjhar
02.6.25

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 the supply of **"Supply of consumables
and accessories for updation of Computers, Laptops, Printers and Scanners etc.
(ancillary related items)"**. 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



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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

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 st 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 Tendeer / authorized representative		

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11	Valid ISI/ISO/GMP certificate	No. _____ date: _____	
12	Fees for Bid Document Processing [DD / Pay order]	No. _____ date: _____	
13	EMD of Rs. 5,000/- [DD / Pay order]	No. _____ date: _____	
14	Certificate of Annual Turn over for last 3 Financial years (Income Tax Acknowledgement copies)		
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:
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 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)

ANNEXURE: TENTATIVE LIST OF REQUIREMENTS

Sl. No.	Description	Specification	Quantity (Appx)
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1	SSD 256 GB	-	05
2	SSD 512 GB	-	05
3	Toner Cartridge (For laser and inkjet Printers with refill packs)	To be separately quoted with specifications	100
4	Hard Drive	1 TB	4
5	Pen Drive	64 GB / 128 GB / 256 GB	
The bidder has to submit quotations for items mentioned above with due multi-specifications as applicable.			

Handwritten signature and date: 02.6.25

Dean & Principal
DDMCH, Keonjhar
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