



**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](mailto:keonjharmc@gmail.com)

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No 3342/DDMCH, Keonjhar,

Date 08/10/25

**TENDER CALL NOTICE**

Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar, PIN – 758001, Odisha, (Dean & Principal, DDMCH, Keonjhar) invites Sealed Tenders from the Registered and reputed manufacturers / Authorized Distributors / Dealers / Stockists / EPM Rate Contract Holders / Firms / Agencies for **“Supply of Furniture”** 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 on the web site [www.gmckeonjhar.odisha.gov.in](http://www.gmckeonjhar.odisha.gov.in).

Last date of submission of tenders is **14.11.2025 by 5.00 PM**. No tenders will be received after the due date and time.

**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 the Technical Bid (non-refundable).
2	Last date and time for receipt of bids by Speed post / Registered post / Drop Box	14.11.2025 upto 5.00 PM
3	Date and time of opening of bids	15.11.2025, 5.00 PM
4	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
5	EMD (Refundable for unsuccessful bidders)	Rs. 25,000/- (Rupees Twenty-Five Thousand) only
6	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.

**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. The Technical Bid must contain **details of specifications of the furniture**, with photographs, as applicable.



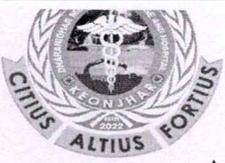
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4. Bidders are to submit both the above sealed envelopes, with other relevant documents, in another closed envelop superscribed with **"Supply of Furniture"**, which must be delivered to "Office of Dean & Principal Dharanidhar Medical College & Hospital, 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.
5. 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.
6. The bid documents must be submitted with EMD of Rs. 25,000/- (Rupees Twenty-Five Thousand) only, failing which the bid will be rejected.
7. EMD will be refundable to unsuccessful bidders.
8. EMD deposited by successful / empaneled bidders will be treated as Security Deposit, which will be refunded after period of warranty, as applicable / expiry / cancellation of the bid.
9. Successful bidders has / have the option to submit Bank Guarantee of Rs. 25,000/- (Rupees Twenty-Five Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD of Rs. 25,000/- (Rupees Twenty-Five Thousand) only within 15 days of completion of the bidding process.
10. After evaluation of the technical bids, the technically qualified bidders will be informed to display their items in the Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha **within 30 days, which will be treated as sample items.**
11. The Procurement Committee will evaluate each sample item. The bidder or his authorized representative may present at the time of evaluation of sample item.
12. After that, the "Financial Bids" will be evaluated by The Procurement Committee, which reserves the right to invite any responsible and qualified Officer, as deemed proper, in this process.
13. 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.
14. Valid documentary proof of dealing with these items, as per rule, for which the bid is submitted.
15. Photocopy of valid up-to-date Goods Manufacturing Practice (GMP) of the manufacturers and authorized bidder of the manufacturers, as applicable.
16. Copy of valid ISO / ISI / CE / BIS / US FDA / IEC certificate in respect of the items, as applicable, in which the bidder is participating.
17. Photocopy of documents as valid authorized dealer of the manufacturer as per rule, for the bidding items.
18. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.



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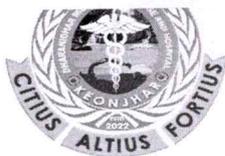


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19. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, what-so-ever. If found later, action, deemed proper, including penal action, shall be initiated as per the law.
20. Delivery of articles must be made to the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar **within thirty days** of the date of issue of order.
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, as negotiation price.
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 as well as the total tender process without assigning any reason thereof.
23. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
24. 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.
25. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
26. The rate should be typewritten / computerized and distinct. Rewriting, correction with whitener or overwriting, in any mode, will not be entertained and is non-tenable.
27. The bidder and / or their authorized representatives may remain present at the time of opening of the bid.
28. Self-endorsed Acknowledged copy of ITR for last three Assessment Year to be submitted with the tender papers.
29. All the tender documents should be signed by the concerned bidder with mercantile seal at the bottom of each page.
30. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
31. 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.
32. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder, duly authenticated.
33. The tenderer should furnish 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 ISI/ISO/GMP certificate,
  - f. Valid manufacturing license/Authorization certificate, for the items.
  - g. Bank details

*Handwritten signature/initials*



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- h. Annual turn-over certificate for the last 3 years (ITR of last three Assessment Years).
  - i. Self-certification to the effect that price quoted is not more than the Open Market Price.
  - j. 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 hereby 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 Furniture"**. 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 I/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  
 Email:  
 Mobile Number with WhatsApp

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

**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. [WhatsApp] of the Bidder		



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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 (as applicable)		
8	Up-to date valid GSTN certificate		
9	PAN details		
10	Aadhar No of the Tenderer & Authorized Representative		
11	Valid ISI/ISO/GMP certificate (as applicable)		
12	Valid Supply License (as applicable)		
13	Fees for Bid Document Processing [DD / Pay order] of Rs. 2,500/-		
14	EMD Deposit of Rs. 25,000/- [DD/Pay Order]		
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.		

N.B.: Self attested copies of the relevant documents are to be attached.

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)**



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**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)**

**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 FURNITURE ETC.**

SL. No.	DESCRIPTION	SPECIFICATION	QUANTITY APPX.
1	2 SEATER CHAIR WITH TABLE		50
2	ALMIRAH	Storewel Plain Almirah	14
3	BOOK SHELF	<ul style="list-style-type: none"><li>• Construction: Top panel, back panel and side panel made up of 0.7 mm high strength CRCA, rest in 0.8 mm CRCA</li><li>• Dimension: 914 mm (W) X 320 mm (D) X 1742 mm (H)</li><li>• Number of doors: 4</li><li>• Door features: Each door with 6 lever Cam lock with common key, 3 mm thick transparent glass door, secured in a metal frame.</li></ul>	3
4	CHAIR	Mid Back Chair	10
5	CHAIR	Modular for students	100



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6	OFFICE ALMIRAH (STEEL) WITH SLIDING GLASS DOOR	<ul style="list-style-type: none"><li>• Structure: Metal body with glass sliding doors. Back and sides are made from 0.7 mm high strength CRCA, rest in 0.8 mm CRCA</li><li>• Dimension: 90 cm (W) X 45 cm (D) X 183 cm (H)</li><li>• Metal door partition 120 cm (W) X 45 cm (D)</li><li>• Sliding door: Slide door with top hanging arrangement, each door provided with 2 plastic rollers.</li><li>• Locking and handle: 5 lever cam lock; Plastic or metal handles</li><li>• Shelving: Steel adjustable shelves with load capacity <math>\geq 40</math> kg; 4 nos.</li><li>• Finishing: Epoxy polyester powder coated with the thickness of 50 microns.</li></ul>	2
7	OFFICE CHAIR	<ul style="list-style-type: none"><li>• Structure: S-type chair, made up of 1.2<math>\pm</math>0.1cm thick hot-pressed plywood upholstered with fabric and moulded Polyurethane foam with PVC lipping. Strong metal tubular frames.</li><li>• Seat size: 49.0 cm (W) X 44.0 cm (D)</li><li>• Arm rests: Polypropylene coated arm rests attached with both seating and back unit</li></ul>	4
8	TABLE	Size-5x3 ft. Height- 74 cm.	5
9	TABLE	Size-2.5x4.5 ft. Height-70 cm.	4
10	TABLE (ROUND)	RoundTable-1,Table Entpr 1500 with CPU Hanger with KBT- 2 Nos.	3
11	TABLE (SURFACE-GRANITE)	Size-5x1f Height-90cm.	5
12	WALL RACK	Galvanized Steel Folded	2

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*8.10.25*

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Memo No. 3346 /DDMCH, Keonjhar,

Dated: 08/10/25

Copy forwarded to e-Governance Manager, District Website, Keonjhar for kind information and take necessary action accordingly for display in Keonjhar District website.

*Signature*  
8-10-25

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