

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

**Email: - [supdtgmckeonjhar@gmail.com](mailto:supdtgmckeonjhar@gmail.com)**



Advt. No.....4908...../DDMC&H, Keonjhar

Date..13.11.2025

**TENDER CALL NOTICE**

Sealed tenders are hereby invited from the intending manufacturers or their authorized stockiest / Distributors for supply of Stationary & Printing Materials (Contingency) items to Dharanidhara Medical College & Hospital, Keonjhar.

The eligible bidders may submit their tender papers on or before 08.12.2025 by 5.00 P.M. through Registered Post / Speed Post / Courier only to the undersigned. The Technical Bid documents will be opened on 09.12.2025 at 12.30 P.M. Those who will qualify in the Technical Bid, the date of opening Financial Bids will be intimated later on. The details in this connection are available in the district website: [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in) and College website: <http://gmckeonjhar.odisha.gov.in>

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

Sd/- Superintendent Dharanidhara Medical College & Hospital, Keonjhar

*[Handwritten Signature]*  
Superintendent,  
Dharanidhar Medical College & Hospital



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



**Email: - [supdtgmckeonjhar@gmail.com](mailto:supdtgmckeonjhar@gmail.com)**

**At/Post:- Kabitra, Keonjhar**

Advt. No. 4908 / DDMC&H, Keonjhar

Date 13.11.2025

**Tender-Call-Notice**

**Terms and Conditions of Tender submission & Finalisation**

Sealed Tenders are invited from the interested manufacturer/ firms / agencies / organization for supply of Stationary & Printing Materials (Contingency) items to Superintendent DDMC & Hospital, Keonjhar as per specification detailed in **Annexure "A"**

Date of Publication of Tender	13.11.2025
Last date and time for submission of Tender	08.12.2025 till 05.00 P.M. Through (Speed Post/ Registered Post/ Courier Only)
Date, Time & Place of Opening of Tender (Technical Bid)	09.12.2025 at 12.30 P.M. At – Office Chamber of the Superintendent, DDMC & Hospital, Keonjhar AT/Po- Kabitra, Keonjhar
Correspondence Address	Superintendent, Dharanidhar Medical College & Hospital, Keonjhar At/Po- Kabitra, Dist.- Keonjhar (Odisha)
Documents to be submitted in cover- "A" Technical Bid	<ol style="list-style-type: none"><li>Photo Copy of GST Registration of the organization and up to date GSTR return for the last three months of the tender advertisement.</li><li>Photo Copy PAN Card of the organization (Firm/Agency/Proprietor)</li><li>Copy of authorization certificate in case of distributor.</li><li>Copy of valid ISO of manufacturer/ Distributer.</li><li>Proof of supply latest order copy or end user of any hospital supply (Govt./ PSU/ PVT).</li><li>The bidder should submit registration of shop/Commercial Establishment under the Odisha/Trade Registration Licence</li><li>Average annual turnover amounting to Rs,5000000.00 (Rupees fifty lakhs only) in last three financial years (2022-23, 2023-24 &amp; 2024-25).The audit Report for the above said financial year to attached for verification.</li><li>Latest Solvency Certificate of the bidder.</li><li>Undertaking for supply of the materials as per the specifications only.</li></ol>

Signing of Documents	All papers / documents submitted with the Tender must be signed (Full signature) by the Bidder with official seal.
Tender Paper Cost and Earnest Money Deposit (EMD)	<b>Tender Paper Cost of Rs. 2,000/- (Rupees Two Thousand Only) non-refundable and EMD Rs.20000.00 (Rupees Twenty Thousands) refundable without interest</b> , in form of Bank Draft drawn in favor of "SUPERINTENDENT DHARANIDHARA MEDICAL COLLEGE & HOSPITAL, KEONJHAR" payable at Keonjhar.
Delivery Timeline	The agency must ensure for delivery of the product at Office of the Superintendent Dharanidhar Medical College & Hospital, Keonjhar <b>within Fifteen days</b> after receiving of order Supply started from day one and completed within fifteen days).
Submission of Bid Documents	The Bidders must submit the Technical and Financial Bid through (Speed Post/ Registered Post/ Courier Only) as " <b>Tender for supply of Stationary &amp; Printing Materials (Contingency) Items.</b> "
Validity of RC	The tender rate to be valid for two years from date of approval.
Validity of Tender Paper	120 Days from date of published.
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 specification**  
**Stationery (Contingency) Items**

Sl. No	Name of the Items	Specification/Method	Remark
01	A4 Size Paper	JKPvt. Ltd. 500 sheets per/ packet	
02	A3 Size Paper	JKPvt. Ltd. 500 sheets per/ packet	
03	Legal Size Paper	JKPvt. Ltd. 500 sheets per/ packet	
04	Tissue Paper	Per Pkt.	
05	Cotton Tag	Per Bundle	
06	Stapler Big	Per each rate	
07	Stapler Small	Per each rate	
08	Stapler Pin (Big)	Nos.	
09	Stapler Pin (Small)	Nos.	
10	Envelope	Size – 27 x 12 cm	
11	Envelope	Size- 20 x 10 cm	
12	Envelope	Size- 10 x 04 cm	
13	Fly Leaf Laminated	Per 1000 nos.	
14	Fly Leaf with logo Laminated	Per 1000 nos.	
15	Stamp Pad (Big&Medium & Small)	Nos.	
16	Stamp Pad Ink	Nos.	
17	Pen	Use and through	
18	Pen	Per each rate	
19	Gum (200gm)	Per each rate	
20	Alpine 100 gmPkt	Per packet	
21	Cover File (Prepare with Repining Paper)	Per nos.	
22	Dak Plastic File	Per nos.	
23	Tailor Scissor 12 inch, SS with metal base	Nos.	
24	Scissorss8 inch with metal base	Nos.	
25	Detergent Powder(Like Surf Xcel)	Per 1Kg.PKT	
26	Liquid Detergent (Like Surf Xcel)	Per 1 Litter	
27	Calculator 12 Digital	Casio/Orpat/Citizen	
28	Tape	5 feet	
29	Pencil with Rubber	Nos.	
30	Scale Steel	One feet	
31	Scale Steel	Two feet	
32	Scale Plastic	One feet	
33	Scale Plastic	Two feet	
34	Whitener	Luxor / Korex/Camlin	
35	Permanent Marker(Big& Small)	Per each	
36	Marker (Big& Small)	Per each	
37	Plastic Water Bottle 1 Litter	Per each	
38	Plastic Water Still 1 Litter	Per each	
39	Cell Tape	Per each	

40	Turkish Towel white Small- 24 x 12 inch	Per nos.	
41	Turkish Towel white Big- 90 x 180 cm	Per nos.	
42	Printing with A4 size paper (one side)	Per each rate	
43	Printing with A4 size paper (both side)	Per each rate	
44	Printing with A4 size paper (½ size)	Per each rate	
45	Printing with A3 size paper (Both side)	Per each page rate	
46	Printing with A3 size paper (One side)	Per each page rate	
47	IPD&OPD Register	No.-500 pages (full scape)	
48	Medicine Register	Per each 500 Pages	
49	Contingency Register	Per each 200 Pages	
50	Calling bell (Electric and Betray)	Electric and Betray	
51	Wall clock (Titan)	Betray operator	
52	Adheship Flap	For File marking	
53	Puncher S.S	Single and double	
54	Box File Folder	Box File Folder	
55	Push Pin (Wall Pin)	Packet of 100nos.	
56	Fudani	Iron (S/S)	
57	Table calling Bell	Betray operator	
58	Cutter (Utility knife )	S.S	
59	Binder Clip	Packet of 10nos.	
60	Paper Clip (Steel)	Per Packet 10nos.	
61	Double Tape	Adhesive Tape	
62	Measuring Tape	10 Feet	
63	Exam board with Clip	Transparent	
64	Glass Gum	100 ml Bottle with dropper or brush	
65	Table Glass	2.5*3.0 Fit	
66	Printing of Blood & Urine Report Pad	Specification available at Office	
67	Binding Register (No.8,No.10,No.12,No.20,No.30,No.40)	Good Quality	
68	White Board Marker	Per Piece	
69	White Board Duster	Good Quality	
70	Battery 1035 R14s 1.5v	Per each Rate NIPPO/Everyday/Duracell	
71	Remote Battery (size.AAA)	Per each Rate NIPPO/Everyday/Duracell	
72	Pencil Battery (Everyday,Nippo)	Per each Rate NIPPO/Everyday/Duracell	
73	Maxell (CR2032) Battery	Per each Rate	
74	Lock and Key (Link Round) Size No.30	Per each Rate	
75	Lock and Key (Link Round) Size No.40	Per each Rate	
76	Lock and Key (Link Round) Size No.50	Per each Rate	
77	Lock and Key (Link Round) Size No.65	Per each Rate	
78	Note Book Plain (120 Pages)	Good Quality	
79	High Lighter	Good Quality	
80	Board Pin (Plastic Top) 100 nos	Good Quality	
81	Door Chain	Per Kg	
82	Extension Cord	4/6 Socket Cona	
83	Induction Cooker	Surya/Phillips/Usha/Prestige/Havells/Bajaj	
84	Shoes Stand(Wooden & Steel)Length-6ft, Height-3ft llnes,4 llnes	Good Quality	
85	Window Screen	Per Metter	

86	Screen Clamp With Rod and Clamp	Per Feet	
87	Heavy door mat	Per Square feet (Hole)	
88	Lift Mat	Per Feet	
89	Trøche (Plastic/Aluminium) 2 Cell	Good Quality	
90	Double Punch	Good Quality	
91	Wall Pin	Good Quality	
92	Wall Pin Holder	Good Quality	
93	Check list paper Holder Acrylic	Good Quality	
94	Measuring Tape	Good Quality	
95	Plastic File Tray	Good Quality	
96	Capacitor (2.25mmt,2.50mmt,3.15mmt)	(2.25mmt,2.50mmt,3.15mmt)	
97	5 Amp Socket	Cona/Bajaj/Panasonic/Anker	
98	16 Amp Socket/ 32 Amp	Cona/Bajaj/Panasonic/Anker	
99	2mm Electrical Wire	Polycab/Finolex/Havells	
100	4mm Electrical Wire	Polycab/Finolex/Havells	
101	6mm Electric Wire	Polycab/Finolex/Havells	
102	Complaint Box (1.5 x 1) Sqft	Make Model Iron Frame	
103	Carbon Paper	Good Quality	
104	Incumbency Chart Board (4 x 2.5) Sqft	Plywood	
105	Key Box (Key Container)	Good Quality	
106	Four Flapper Binding Cloth File	Good Quality	
107	Refrigerator (5 Star) (Escape the capacity all type of refrigerator)	Samsung/LG/Voltas	
108	ILR -2 Degree Salacious/8 degree Salacious + 2degree salacious	Rock Well/LG/Voltas/Samsung	
109	Fan With Air Cooler 5 star rated	LG/Voltas/Samsung	
110	Ban Light (10 wt)	Good Quality	
111	Black Tape	Good Quality	
112	Instant Glue (Fevi stick)	Good Quality	
113	Cello Tape 1 inch	Premier/Cello/Hi-tech	
114	Cello Tape 2inch	Premier/Cello/Hi-tech	
115	Stamp	Per line	
116	2 HP motor	Havells/Sonee/Crompton	
117	5 HP Motor	Havells/Sonee/Crompton	
118	Plastic Tap	Jindal/Sri Balaji/Supreme	
119	Drainage Pipe	Supreme/Finolex/Astral	
120	Water Jet Spry	Good Quality	
121	Water Flush Set	Good Quality	
122	Ladder 30 ft	Aluminium/Steel/Telescopic	
123	Ladder- 8ft	Aluminium/Steel/Telescopic	
124	Aluminium Tap	Good Quality	
125	Glass Lid	Good Quality	
126	Digital Clock (Tmp./Humidity/ time/date)	Meco/Sonalex Digital/HTL Digital	
127	Digital pollution display Board	5 star rated	
128	White Board	(Length 4fit height 3fit)	
129	White Pencil	Good Quality	
130	Chair Band	Good Quality	

131	Glass Glue	Good Quality	
132	Fan Regulator	With brand company	
133	Electrical Kit	Good Quality	
134	Plumbing Kit	Good Quality	
135	Lift maintenance kit	Good Quality	
136	Pen Stand	Good Quality	
137	Scan with Print	HP/Epson/Brother	
138	Printer	HP/Epson/Brother	
139	Antiseptic Detergent Cake (Life Buoy sope125 gm)	Good Quality	
140	Window Screen/Door Screen	Good Quality	
141	Cash Book, 6no	Oxford/Sangam/Anupom	
142	Cash Book, 8no	Oxford/Sangam/Anupom	
143	Cash Book 10no	Oxford/Sangam/Anupom	
144	OT Register	500 Pages full scape	
145	Attendance Register 100 Pages	Oxford/Sangam/Anupom	
146	Lace File	Good Quality	
147	Drawing sheet (2.5ft x 1.5ft)	Good Quality	
148	Guard File	Good Quality	
149	Cobra File	Good Quality	
150	Executive Folder Leather Finish (Dak File)	Kolor/Polo/Saya	
151	Peon Book (100Pages)	Each Book rate	
152	Issues Register (100 Pages)	Each Book rate	
153	Receive Register (100 Pages)	Each Book rate	
154	Paper weight Glass	Good Quality	

  
 13-11-2017  
 Superintendent  
 Dharamdhar Medical College & Hospital  
 Raipur

**CHECK LIST**

**ANNEXURE - I**

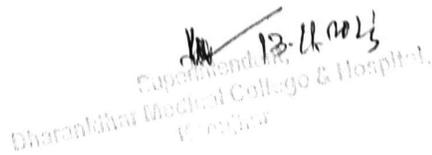
**CHECK LIST/TECHNICAL BID FOR SUPPLY OF HOSPITAL EQUIPMENTS, [EIF]**

Sl. No	Details of the Bidders	Yes	Page No.
1	Check List (Annexure-I)		
2	Price Bid		
3	Tender Paper Cost Rs. 2000.00 (Rupees Two Thousand only) in favour of "Superintendent Dharanidhar Medical College & Hospital, Keonjhar( non-refundable) payable at Keonjhar		
4	EMD Rs. 20000.00 (Rupees Twenty Thousand only) in favour of "Superintendent Dharanidhar Medical College & Hospital, Keonjhar (Refundable without interest) payable at Keonjhar		
5	Name Address of the Firm / Agency		
6	Name of the Contact person		
7	Contact Number		
8	Email of the contact person		
9	Photo copy of valid GST Registration and up to date GSTR return for the last three months		
10	Photo Copy of PAN Card No of the organization		
11	Copy of authorization certificate in case of distributor		
12	Xerox Copy of valid ISO/CE/ISI/FDC/GMP of manufacturer/ Distributer		
13	Proof of supply latest order copy or end user of any hospital supply (Govt./ PSU/ PVT)		
14	Average annual turnover of amounting to Rs.5000000.00 (Rupees fifty lakhs only) in last three financial years (2022-23, 2023-24 & 2024-25). The audit reports to be submitted for above said years. As per Annexure-E		
15	Undertaking as per Annexure-B		
16	Declaration/ Undertaking as per Annexure-C		
17	Declaration of Supply period as per Annexure- D		
18	Latest Solvency Certificate of the bidder		
19	The bidder should submit registration of shop/ Commercial Establishment under the Odisha/Trade Registration Licence		

Place:-

Signature of the Bidder with Seal

Date:-

  
Superintendent  
Dharanidhar Medical College & Hospital  
Keonjhar

**Annexure-B**  
**(Affix with Rs.20.00 non-judicial Stamp Paper)**  
**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 performance security 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

**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 (at Dharanidhar Medical College & Hospital, Keonjhar) and inclusive of GST (if any).

Place:-

**Signature of the Bidder with seal**

Date:-

*[Handwritten Signature]*  
12-11-2024  
Superintendent,  
Dharanidhar Medical College & Hospital

**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 days 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 performance security amount and blacklist/disqualified/debar me / us for a period of next 3 years (three years) for non-supply / part supply of the stocks within the stipulated time period.

Place:-

**Signature of the Bidder with seal**

Date:-

*12/11/2013*  
\_\_\_\_\_  
Superintendent,  
Dharanidhar Medical College & Hospital

**Annexure-E**  
**ANNUAL AVERAGE TURN OVER 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 Crore (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover in Crore (Rs.)		

**Place:-**  
**Date:-**

**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,  
Dharamdhar Medical College & Hospital  
Keonjhar

**FINANCIAL/PRICE BID FOR SUPPLY OF STATIONARY & PRINTING MATERIALS (CONTINGENCY) ITEM**

**[As per List of Annexure-A]**

Sl. No	Sl. No as per Annexure - A	Name of items.	Specification	Rate to be quoted in Quantity	Rate inclusive of GST	Remark
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Place:-  
Date:-

Signature  
Name  
Designation:

  
 Superintendent,  
 Dharamdhar Medical College & Hospital,  
 Koppal