



**OFFICE OF THE DEAN & PRINCIPAL
DHARANIDHAR MEDICAL COLLEGE & HOSPITAL,
KEONJHAR 758001; Email: keonjhar@dmch.gov.in**



ONo 1415/DDMCH, Keonjhar,

Date 12/05/26

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 detailed information, terms and conditions, etc. can be downloaded from website www.gmckeonjhar.odisha.gov.in or 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 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 **12.06.2026 by 5.00 PM**. No tender 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	12.06.2026 by 5.00 PM
3	Date and time of opening of bids	12.06.2026, 5.00 PM onwards
4	Venue of Bid Opening Meeting	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
5	EMD (Refundable for unsuccessful bidders)	Rs. 15,000/- (Rupees Fifteen Thousand) only
6	Address for submission of bids	Office of Dean & Principal, DDMCH, Kabitra, Keonjhar – 758001, Odisha.
7	Date & Time of Financial Bid	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



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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. 15,000/- (Rupees Fifteen 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 have the option to submit Bank Guarantee of Rs. 15,000/- (Rupees Fifteen Thousand) only in favour of **“Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar”** payable at **“Keonjhar”** and refund back their **EMD of Rs. 15,000/- (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. 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.
11. Valid documentary proof of dealing with these items as per rule for which the bid is submitted.
12. Photocopy of valid up-to-date Goods Manufacturing Practice (GMP) of the manufacturers and authorized bidder of the manufacturers.
13. 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.
14. Copy of valid ISO / ISI / CE / BIS / US FDA / IEC certificate in respect of each item, in which the bidder is participating.
15. Photocopy of documents as valid authorized dealer of the manufacturer as per rule, for the bidding items.
16. Legal dispute, if any, arises out of this, is subject to jurisdiction of Keonjhar head quarter only.



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17. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, whatsoever. If found later on, action, deemed proper, including penal action, shall be initiated against the firm as per the law.
18. 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.
19. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
20. 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.
21. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
22. 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.
23. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted.
24. 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.
25. The bidder and / or their authorized representatives may remain present at the time of opening of the bid.
26. Self-endorsed Acknowledged copy of ITR for last three Assessment Year to be submitted with the tender papers.
27. All the tender documents should be signed by the concerned bidder with mercantile seal at the bottom of each page.
28. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
29. 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.
30. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder, duly authenticated.
31. 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

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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 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

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		



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5	Details of Bank Account: [Attach cancelled cheque / 1 st page of passbook] 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	Processing Fees of 2,500/- [DD / Pay order]	No. _____ date: _____	
14	EMD Deposit of Rs. 15,000/- [DD/Pay Order]	No. _____ date: _____	
15	Up to date Annual Turnover 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 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



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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.

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
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1	2	3	4	5	6	7	8	9

Date:

Place:

Authorized Signatory

(Signature and seal of the Authorized Signatory)

LIST OF GLASSWARE & PLASTICS ETC.

SL. NO.	ITEM	SPECIFICATION	Quantity Appx.
1	ACRYLIC MUSEUM SPECIMEN JAR	10X12X8 INCH	10
2	ACRYLIC MUSEUM SPECIMEN JAR	8X10X6 INCH	20
3	ACRYLIC MUSEUM SPECIMEN JAR	8X5X4 INCH	50
4	CAPILLARY TUBES BT/CT	100 TUBES IN EACH PACK	5
5	COVER SLIP		2 BOXES
6	COVER SLIP SQUARE SIZE	BG013C	5 X 100 NOS
7	COVER SLIP RECTANGLE SIZE	BG014C	5 X 100 NOS
8	DISCARDING JAR		20 NOS
9	DROPER BOTTLE		50 NOS
10	FUNNEL		2
11	GLASS ROD		5
12	GLASS SLIDE	EACH BOX-50 PICS	160
13	PARAFILM M		2 PACK
14	PASTEUR PIPETTE (PLASTIC)	5 ML	30
15	PASTEUR PIPETTE (PLASTIC)	10 ML	10
16	PIPETTE (PLASTIC)	3 ML	10
17	PLASTIC DROPER	PW1144	1 X 50 NO X 2



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18	SLIDE GLASS	EACH BOX 50 PCS	150
19	SLIDE PACKET		20 PKTS
20	SPOON PLASTIC (TABLE SPOON) 15 ML	15 ML	5
21	SPOON PLASTIC (TEA SPOON) 5ML	5ML	5
22	STERIL SWAB	PW009	10 X 100
23	STERILE COTTON SWAB WITH WOODEN STICK	TARSON 202050	5 PACKETS X100
24	SYRINGE 2.5/5/10 ML		200/200/200 each
25	TEASTING NEEDLE		10 NOS
26	TISSUE PAPER (ROLL)		300 ROLL
27	WASH BOTTLE	1 LIT	20 NOS
28	WATCH GLASS	3-INCH" DIA	30
29	WHATMAN FILTER PAPER	HIMEDIA 6010	100 C X 10
30	WINTROBE'S TUBE	GLASS	15
31	SLIDE BOX (CABINET)	EACH BOX-50 PICS	50
32	SPACTULA ONE SIDE SPOON	ONE SIDE SPOON AND ONE SIDE FLAT 8"	35

Keonjhar
12.5.26

Dean & Principal
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Memo No. 1418 /DDMCH, Keonjhar,

Dated: 12/05/20

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

Dean & Principal

DDMCH, Keonjhar

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Keonjhar
12-5-20