



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



No 1421 /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 Office Stationeries and Consumable Articles / Items**” to the Office of the Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar, descriptions 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.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 **12.06.2026 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	12.06.2026 up to 5.00 P.M.
3	Date and time of opening of technical 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. 10,000/- (Rupees Ten Thousand) only
6	Address for submission of bids	Office of Dean & Principal, Dharanidhar Medical College & Hospital, Kabitra, Keonjhar – 758001, Odisha.



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7	Date and time of opening of financial bids	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 / Stuckists / EPM Rate Contract 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 Office Stationeries and Consumable Articles / 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, by due specified time & date.
4. The bid mut 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 (non-refundable).
5. The bid documents must be submitted with EMD of Rs. 10,000/- (Rupees Ten Thousand) only, failing which the bid will be rejected.
6. EMD will be refunded 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. 10,000/- (Rupees Ten Thousand) only in favour of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back their EMD 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 on the scheduled date (to be notified later).
10. Bids received **after due date and time will not be entertained** and shall be rejected as such.
11. Photocopies of valid Identification documents of the bidder, PAN CARD, GSTIN registration certificate, etc. must be enclosed by the bidders with due self-endorsement and seal.
12. Legal dispute, if any arises out of this, is subject to jurisdiction of Keonjhar head quarter only.
13. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, whatsoever. If found later, action deemed proper, including penal action, shall be initiated against the firm as per the law.

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14. Delivery of articles must be made to the Office of Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar within one month of the date of issue of order.
15. Dean & Principal Dharanidhar Medical College & Hospital, Keonjhar reserves the right to accept or reject any or all the biddings without assigning any reason thereof.
16. 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.
17. The undersigned reserves the right to select / accept one or multiple agencies, as the case may be, for supply of one or multiple items.
18. 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.
19. Valid license and other relevant documents in support of the items for which the bidder is offering bids should be submitted, as deemed proper.
20. The rate should be typewritten / computerized and be distinctive. Rewriting, correction with whitener or overwriting, in any mode, will not be entertained and may be deemed as non-tenable.
21. The bidder and / or their authorized representatives may remain present at the time of opening of the bids.
22. Self-endorsed Acknowledge copies of ITR for last three Assessment Years are to be submitted with the tender papers.
23. All the tender documents should be signed by the concerned bidder with a mercantile seal at the bottom of each page.
24. The price quoted by the bidder should not exceed the Maximum Retail Price of the article.
25. 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.
26. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder.
27. The tenderer should furnish the self-attested copies of the following documents along with the technical bid documents:
 - a. Affidavit in a Rs. 20/- (Rupees Twenty) only, non-judicial stamp paper duly attested by a Notary Public or Executive Magistrate to the effect that, **they are not Black-listed.**
 - b. Valid ID proof,
 - c. Up-to-date valid GSTIN certificate, as per rule,
 - d. Valid PAN Card,
 - e. Bank details.
 - f. Annual turnover certificate for the last 3 years (ITR for last three Financial Years).
 - g. Self-certification to the effect that price quoted is not more than the Open Market Price.
 - h. Any other document, as deemed relevant, by the bidder.

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Dean & Principal
DDMCH, Keonjhar

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 the tender of Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar, Health & F.W. Dept., Govt. of Odisha for **"Supply of Office Stationeries and Consumable Articles / 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 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	Name & Address of the Local Contact Person with Email & Mobile number (with WhatsApp)		
3	Address of the Bidder		
4	E-mail ID of the Bidder		
5	Mobile No. [with WhatsApp] of the Bidder		

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6	Details of Bank Account: [Attach cancelled cheque] with IFS Code:		
7	Affidavit in Rs 20/- non-judicial stamp paper for not being blacklisted.		
8	Up-to-date valid GSTIN certificate	No. _____ date: _____	
9	Up-to-date GSTR-3B for the month of December, 2025		
10	PAN details		
11	Aadhar No of the Tenderer / authorized representative		
12	Valid ISI / ISO / GMP / CE / BIS / US FDA / IEC certificate (as applicable)	No. _____ date: _____	
12	Processing Fees Rs. 2,500/- [DD / Pay order]	No. _____ date: _____	
13	EMD of Rs. 10,000/- [DD / Pay order]	No. _____ date: _____	
14	Certificate of Annual Turnover 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)

PROFORMA FOR FINANCIAL BID

Sl.No.	Name of Manufacturer / Brand etc.	Rate of discount offered on the Printed price list of the manufacturer (MRP)
1	2	3

Date: _____
Place: _____
Authorized Signatory
(Signature and seal of the Authorized Signatory)

LIST OF OFFICE STATIONERIES AND CONSUMABLES ARTICLES / ITEMS

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SL. NO.	DESCRIPTION	SPECIFICATION	QUANTITY (Approximate)
1	A 4 SIZE PAPER		250
2	A3 PAPER	A 3 SIZE	1
3	ACQUITTANCE BOOK		2
4	AL-PIN		36
5	ARCH FILE		60
6	ATTENDANCE REGISTER	STUDENTS & STAFFS	30
7	BLACK BOARD	4 X 3 & 8 X 4	16
8	BROWN TAPE		4
9	BETTERY FOR B.P INSTRUMENT	DIGITAL	100
10	BUCKET	18 INCHES	60
11	CALCULATOR	12 DIGIT	12
12	CARBON PAPER	BIG	2
13	CARBON PAPER	SMALL	6
14	CASH BOOK		2
15	CELLO-TAPE	0.5" & 1"	75 & 55
16	CHALK		24
17	COBRA FILE		60
18	COLLIN		10
19	COLOR CHALK		10
20	COLOR FLAG		100
21	COVER FILE		72
22	DETERGENT POWDER		200
23	DETTOL LIQUIDE		10LIT
24	DIARY REGISTER		2
25	DRAWING PIN		10
26	DUSTER	WOODEN MAGNETIC	10
27	ENVELOP	10 INCHES	1000
28	ENVELOP	18 INCHES	250
29	ERASER		50
30	FEVI GUM		50
31	FEVI QUICK PASTE		20
32	FILE BOARD		60
33	FLAT FILE		160
34	FLY LEAF FILE		1000
35	FOLDER FILE		60

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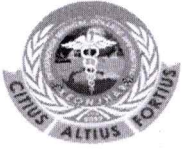


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36	GLASS COATED NAME PLATE		24
37	GUARD FILE		50
38	GUM		30
39	HAND GLOVES	USE & THROW(7 SIZE)	5000
40	HAND WASH		30LIT
41	HIGHLIGHTER	YELLOW/PINK	42
42	ISSUE REGISTER		2
43	KEY-RINGS	WITH NAME TAG LEVEL	70
44	LAKHA		2KG
45	LIBRARY REGISTER	PRINTED	12
46	LETTER DESPATCH REGISTER	PRINTED	8
47	LIGAL SIZE PAPER		1 PACKET
48	MARKER	BLUE	50
49	MARKER	BLACK	50
50	MARKER	RED	24
51	MOP		20
52	MUG		60
53	NAPHTHALENE BULB		5KG
54	NOTE SHEET	1 ST PAGE	600
55	NOTE SHEET	2 ND PAGE	2000
56	NOTICE BOARD	3 X 4	16
57	PAPER CLIP	BIG & SMALL	24
58	PAPER WEIGHT		60
59	PEN	BLUE	60
60	PEN	BLACK	48
61	PEN	RED	42
62	PEN STAND		24
63	PENCIL		60
64	PERMANENT MARKER	BLUE	24
65	PUNCH	SINGLE & DOUBLE	4 & 4
66	REGISTER NO. 10	PAGES -	80
67	REGISTER NO. 12	PAGES -	60
68	REGISTER NO. 14	PAGES -	60
69	REGISTER NO. 16	PAGES -	30
70	REGISTER NO. 24		5
71	REGISTER NO. 4	PAGES -	60
72	REGISTER NO. 40		5

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73	REGISTER NO. 6	PAGES -	100
74	REGISTER NO. 8	PAGES -	80
75	ROOM FRESHENER		10
76	ROUGH PAPER		5
77	RUBBER BANDS		1KG
78	SCALE	STEEL	30
79	SCISSORS	BIG	18
80	SHARPENER		60
81	SKETCH PEN		42
82	SKETCH PEN(RED)		28
83	DETARGENT SOAP		100
84	STAMP PAD	BIG & SMALL	5 & 12
85	STAMP PAD INK		12
86	STAPLER	SMALL	18
87	STAPLER	BIG	20
88	STAPLER PIN	BIG	50
89	STAPLER PIN	SMALL	100
90	STICKY TAPES		5
91	STOCK REGISTER	PRINTED	10
92	STUDENT EXAM WRITING BOARD		175PC
93	GEL PEN		20
94	TAG		70
95	THREAD		20
96	TRANSPARENT POLY-PLASTIC A4 DOCUMENT FILE		24
97	U PIN		10
98	VODKIN		20
99	WASTE BUCKETS WITH COVER	COLOR CODED	100
100	WHITE BOARD	4 X5 & 3 X 4	12
101	WHITE PAPER	DOUBLE SCAPE	40
102	WHITENER		30
103	WIPER		24
104	WIRE BOUND NOTEBOOKS	NO. 6, 8, 10, 12, 14, 16	30
105	FEVI QUICK	SMALL	20
106	PHENYL	BLACK	200LTR
107	PHENYL	WHITE	200LTR
108	DETARGENT POWDER		150KG
109	CLEANING ACID		30LTR

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110	STICK BROOM		50PC
111	FLAWER BROOMFIELD		50PC
112	DUSTBIN COVER POLITHIN	BLACK	20KG
113	BLEACHING POWDER		150KG

How
12.5.21

Dean & Principal

DDMCH, Keonjhar

Dean & Principal

Dharanidhar Medical College & Hospital

Keonjhar



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Memo No. 1425 /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

Dharanidhar Medical College & Hospital,
Keonjhar

Handwritten signature and date:
12.5.20