



**TENDER CALLNOTICE FOR SUPPLY OF HOUSEKEEPING
CONSUMABLES/MATERIALS COLOCATED MEDICAL COLLEGE & HOSPITAL
JAJPUR**

**BY
CDM&PHO, Jajpur**

Tender No.1443 Date-17.10.2025

**TENDER CALLNOTICE FOR SUPPLY OF HOUSEKEEPING
CONSUMABLES/MATERIALS COLOCATED MEDICAL COLLEGE & HOSPITAL
JAJPUR**

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT: 17.10.25

DATE & PLACE FOR PRE-BID DISCUSSION: 16.10.25/ Dist. HQ Hospital, Jajpur

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 06.11.25 at 1.00 PM

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 07.11.25 at 11.00AM

DATE OF OPENING OF COVER-B (Price Bid) : To be decided by committee

PLACE OF OPENING OF BID DOCUMENTS

AND
ADDRESS FOR COMMUNICATION

AND
RECEIPT OF BID DOCUMENTS

CDM&PHO

O/o CDM&PHO, Jajpur

Tel: 06728-222597/9439992396

Email: admo.med.dhhjajpur@gmail.com

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER
JAJPUR

SECTION -I
NOTICE INVITING TENDER

	Office of the C.D.M. & PHO cum District Mission Director, Jajpur
	TENDER CALL NOTICE No <u>1443</u> Date <u>17-10-25</u>
<p>Sealed Tenders are invited from interested eligible bidders for supply of Housekeeping consumables & materials for CO located Medical College & Hospitals, DHH Jajpur. The Bidders may download the Tender Documents directly from the WEBSITE available at <u>Jajpur District Govt. M</u>. The tenders in the prescribed format along with all relevant documents for DHH, Jajpur should reach the office of the undersigned on or before Dt.06.11.25, 01.00 P.M. through Regd. Post / Speed Post / Courier only. The envelope should be duly super-scribed on top of envelope as "Tender for supply of Housekeeping consumables & materials for CO located Medical College & Hospitals, DHH Jajpur". The tender will be opened on Dt.07.11.25 at 11.00 A.M. The undersigned reserves the right to reject any or all the bids/Tenders without assigning any reason thereof.</p> <p style="text-align: right;">Sd/- Dr. Bijay Ku Mishra Chief District Medical & Public Health Officer Jajpur</p>	

Sealed Tenders are invited from interested eligible bidders for supply of Housekeeping consumables & materials for CO located Medical College & Hospitals, DHH Jajpur. The Bidders may download the Tender Documents directly from the WEBSITE available at Jajpur District Govt. M. The Tender cost fee of Rs.1000/- (one thousand) only (Non-refundable) & EMD cost fee of Rs,10,000/- (Ten thousand) only by Demand Draft drawn in favour of MISC A/C DHH, Jajpur should be enclosed along with the Technical Bid. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the office and the CDM & PHO, Jajpur shall have no responsibility for any delay / omission on part of the bidder.

- | | | |
|----|-----------------------|------------------------------|
| a) | Price of bid document | Rs.1,000.00 (Non-refundable) |
| b) | EMD Fee | Rs 10,000.00 (Refundable) |

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website

SECTION -II

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1.	Place of Supply	District HQ Hospital, Jajpur
2.	Authority	CDM & PHO, Jajpur/DMO(MS) Cum superintendent,DHH Jajpur
3.	Guarantee / Warranty	Guarantee / Comprehensive warranty: (Only equipments)including spares, maintenance etc. for a period covering.
4.	EMD	Rs.10,000.00.The Earnest Money Deposit will be paid in the shape of demand Draft only in favour of MISC A/C DHH, Jajpur, from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town
5.	Tender Document Cost	Rs.1000.00 The Tender Cost Deposit will be paid in the shape of demand Draft only in favour of MISC A/C DHH, Jajpur, from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town

SECTION -III

TERMS AND CONDITIONS FOR SUPPLY OF HOUSEKEEPING CONSUMABLES/MATERIALS

- 1.1 Sealed tenders will be received by 06.11.25 upto 01.00 P.M by office of the CDM & PHO, Jajpur. Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Speed Post /Courieronly. Intially the tender will be for a period of One year & may be extended for another one year subject to performance.**
- 1.2 The bidder(s) are to submit their tenders in **separate** sealed covered envelopes for **technical bid** and **financial bid** by super scribing **Cover "A" (Technical Bid)& Cover "B" (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be super scribed as **"Tender for Supply of Housekeeping consumabels & Materials for DHH JAJPUR"** & Tender Reference No 1443 .dt.17.10.25.
- 1.3 The Sealed tenders "Cover A" (Technical Bid) submitted by the tenderers will be opened by the Tender committee in the office chamber of the CDM & PHO, Jajpur at 11.00 AM. on 07.11.25. The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders with their proof .

ELIGIBILITY CRITERIA

- 2.1 Authorized agencies are eligible to participate in the tender provided, they have
- (i) Valid GST registration.
 - (ii) Valid PAN of the agency.
 - (iii) Income tax Return certificate for the last 3 years(2022-23 , 2023-24 & 2024-25).
 - (iv) Preference will be given to Local agency who have Udyam registration certificate & DEIC authorization letter.

The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer. All the photocopies are to be self attested.

TECHNICAL BID :

- 3.1 Checklist with detail of the documents enclosed in **Cover "A"** (as per **Annexure - 1**) with page number. The document should be *serially arranged* as per this **Annexure - I** and should be securely tied and bound.
- 3.2 Tender document fee of Rs.1,000/-(Non refundable) in shape of Demand Draft / Original Money Receipt.
- 3.3 Earnest Money Deposits of Rs. 10,000/- (Rupees Ten thousand) only per tender in shape of Demand Draft. (Exemption in case of MSME Unit)
- 3.4 Details name, address, telephone no., Fax, e-mail of the authorized agency in Anexture-III.
- 3.5 The declaration form in duly signed by the tenderer before Notary Public / Executive Magistrate(Anexture-IV).
- 3.6 Copy of PAN Card of bidders.
- 3.7 Copy of GST registration
- 3.8 The Original Tender Book with Conditions and the schedules.
- 3.9 All the papers and supporting documents submitted along with the bid documents must be signed by the tenderer at the bottom of each page with his official seal duly affixed.
- 3.10 Bidder should have experience of Govt supply order for the said items amounting Rs.1,00,000/- or above .

COVER – B (PRICE BID)

4. The tender format giving the quoted rate should be sent in a separate sealed cover hereafter called **Cover “B” (Price Bid)**.
Cover –B (Price Bid) will be opened only of the tenderers who qualify in Technical Bid (Cover – A).
- 4.1 The tender format (Price Bid) in the prescribed form must be submitted in Cover-B. The price should be quoted inclusive of all other charges. The rate should be quoted both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**
- 4.2 The Cover “B” of tenderers, who qualifies in their technical bid, price bid will only be opened at the office chamber of the CDM & PHO, Jajpur which will be communicated to eligible bidders by the undersigned.

EARNEST MONEY DEPOSIT

- 5.1 The Earnest Money Deposit (EMD) is Rs. 10,000/- (Rupees Ten thousand) only. The EMD will be submitted in the shape of demand Draft only in favor of **MISC A/C DHH, JAJPUR** from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town.
- 5.2 The EMD of the unsuccessful tenderers will be returned back without interest after placement of order to the successful tenderer.
- 5.3 The EMD of the successful tenderer will be kept till tender will be forfeited.
- 5.4 The EMD will be forfeited if the tenderer withdraws the tender or doesn't sign the contract within the stipulated time period.

GENERAL CONDITIONS OF TENDER:

- 6.1 The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of placement of order and on no account any increase in the price will be entertained.
- 6.2. Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover.
- 6.3 Cost of consumables & material should be included transportation & carriage.
- 6.4 The CDM & PHO, JAJPUR, Odisha reserves the right to reject the tenders or to accept the tenders without assigning any reason thereof.

- 6.5 The consumables & material must be supplied within 7 days of issue of order.
- 6.6 Bidder who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender during the period of blacklisting.
- 6.7 Consumables of Housekeeping must be ISO certified to fulfill the Kayakalpa & NQAS guidelines.


1-7-10-21
Chief District Medical
& Public Health Officer,
Jajpur

SECTION -V ANNEXURES (Technical Bid, Price Bid)

ANNEXURE -I CHECK LIST

(To be submitted in Cover A Technical Bid)

Note : The documents has to be arranged serially as per the order mentioned in the check list

COVER - A (TECHNICAL BID)

Sl No	Particulars	Document submitted or not	Page No
1	Details of authorized agency		
2	Tender document Fee		
3	Earnest Money Deposit (EMD)		
4	Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate		
5	Photocopy of GST Registration certificate		
6	Photocopy of PAN		
7	Govt Order of Rs.1,00,000/- & above		
8	Income tax Return certificate for the last three years,(22-23 , 23-24 & 24-25)		
9	Copy of original Tender and schedules		

ANNEXURE – IV

(To be submitted in *Cover A -Technical Bid*)

DECLARATION FORM

I / Wehaving My /
our.....office at.....do
declare that I / We have carefully read all the terms & conditions of tender of the CDM & PHO,
Jajpur, Odisha for supply of Housekeeping consumabels & materials for DHH Jajpur. The
approved rate will remain valid for a period of one year from the date of approval. I will abide
with **all the terms & conditions** set forth in the **Tender Reference no.** 1443/17.10.25

I/We do hereby declare I/We have not been de-recognized / black listed by any State
Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for
supply of Not of Standard Quality(NSQ) items / non-supply during the tender call period.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and
or Security Deposit and blacklist me/us for a period of 5 years if, any information furnished by
us proved to be false at the time of inspection / verification and not complying with the Tender
terms & conditions.

I/We further declare that I / we will Housekeeping consumabels & materials as per the
terms, conditions & specifications of the tender document.

Signature of the bidder :

Date :

Name & Address of the Firm:

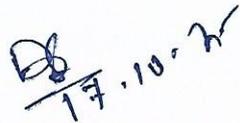
Affidavit before Executive Magistrate / Notary Public.

To be submitted in Cover B – Price Bid ANNEXURE-VIII
(Refer Clause No. 4.1)
MODEL TENDER FORMAT (PRICE SCHEDULE)

To be submitted in Cover B – Price Bid ANNEXURE-VIII

Types of Consumables	Modes of Measurement	Cost Per KG/Ltr/pc (excluding tax)	GST	Total cost including tax
Urinal Cubes	Per pc			
Glass & Plastic Surface Cleaning Liquid	Per Ltr			
Phenyl(White)	Per Ltr			
Floor/Dish Cleaner	Per Ltr/Kg			
Acid	Per Ltr			
Room Freshner	Per Ltr			
Liquid Toilet Cleaner	Per Ltr			
Floor Polish	Per Ltr/Kg			
Multipurpose Cleaning Liquid	Per Ltr			
Floor cleaning Disinfectant	Per Ltr			
Hand wash	Per Ltr			

Note:
If the rate bid equal by the agency then equal number of material supply will be distributed between the agency.


District Medical Officer
(Medical Services)-cum-Superintendent
Dist.HQ Hospital, Jajpur