



OFFICE OF THE SUPERINTENDENT  
FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE  
Remuna, Balasore, Pin-756019(Odisha)  
E-mail: supdt.fmmchb@gmail.com



Bid Ref. No: 2806/S/FMMCHB

Date: 03 / 06 / 2026

**OFFICE OF THE SUPERINTENDENT, FMMCH, BALASORE**

TENDER DOCUMENT FOR SUPPLY OF- HOUSE KEEPING AND SANITARY ITEMS FOR FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE

BID REFERENCE NO:-SUPERINTENDENT FMMCH /BALASORE/ / 2026-2027

DATE OF COMMENCEMENT OF BID DOCUMENT: -DT. 03 - 06-2026

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT: - DT. 08 -07-2026/ 5.30 PM

DATE AND TIME OF OPENING OF COVER-A (TECHNICAL BID):-DT. 09 -07-2026/ 11 AM

DATE OF OPENING OF COVER -B (FINANCIAL BID) – DT. 09 -07-2026

ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS:

OFFICE OF THE SUPERINTENDENT, FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL,  
REMUNA, BALASORE, PIN- 756019, ODISHA, E-mail : [supdt.fmmchb@gmail.com](mailto:supdt.fmmchb@gmail.com)

PLACE OF OPENING OF BID DOCUMENTS

LT-5, Office of SUPERINTENDENT, 3<sup>rd</sup> floor, FM-MCH, Remuna, BALASORE, PIN- 756019, ODISHA

*Heena Das*  
3.6.26  
Superintendent  
FMMCH, Balasore

## GENERAL INFORMATION

1. Tenders should be submitted in separate sealed envelope by enclosing its technical bid in cover super scribed (A) & Financial bid in cover super scribed (B) .The envelope containing the tender document both envelopes A & B with required fees should be super scribed clearly as "Tender for **HOUSE KEEPING AND SANITARY ITEMS** for FMMCH,Balasore"with tender No. and date,Bidders name, mob no. & email id. On the front of the envelope. Sealed tenders address to the O/O Superintendent,Remuna Campus, FMMCH, Balasore should reach by **Date.08 -07-2026(up to 5:30 PM)** through speed post/regd. Post/ couriers only. Tenders received after due date, time and in any other mode other than mentioned above will be rejected.
2. The sealed tenders submitted by the Bidders will be opened at the LT-5, Office of Superintendent, 3<sup>rd</sup> floor, FM-MCH, Remuna, Balasore, PIN- 756019, ODISHA, on **date.09-07-2026**.
3. The Bidders qualified after opening of the technical bid shall be called for opening of price bid of the Tender, the Tender of same shall be intimidated in due course of time.
4. Either the Bidders or their authorized representative may remain present at the time of opening of Tender. Their absence may not be a bar for opening of Tender.
5. The details of items under this Bid with specification are enlisted and enclosed along with this BID document in **Annexure-A (HOUSE KEEPING AND SANITARY ITEMS)**, The bidder has to mention the list of **HOUSE KEEPING AND SANITARY ITEMS** in **Annexure-B** which he intends to supply from the above list.
6. Rate should be quoted **EACH RATE** in Indian Currency only, excluding GST. Figures against each items as the payment will be made in Indian currencies only. The Bidders shall not quote rate for any item other than the item specified in the list.
7. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT.OFINDIA/ODISHA from time to time.
8. The tender documents should be clearly written/typed without any correction, interpolation and overwriting.
9. Each page of the bid document shall be **duly numbered**, signed by the bidder. **Bids without signature of bidder will be rejected.**Content (i.e., list of document) should be enclosed.
10. If any information or document furnished by the Bidder is found to be misleading /incorrect at any stage, their tender will be rejected.
11. **The quantum of procurement will be made on requirement basis.**
12. The MSME/ SSI Units of the State of Odisha will be given the preferences as per the Govt. guidelines in the tenders provided they produce the supporting documents.
13. The authority reserves the right to accept/reject all the bids or any part thereof without assigning any reason.
14. The bidders have to submit declaration in the form of affidavit as per **Annexure- C**.
15. **The L1 bidders who cannot supply/ or have partial supply /unwilling to supply of the ordered quantities in due time, the deposited EMD Money should be forfeited. The same Agency/ Firm should will not be allowed to participate in FMMCH Tender for 3 years consecutively.**

*Keena Das*  
3-6-26  
**Superintendent**  
**FMMCH, Balasore**

16. **Sample/quality verification of Quoted items is mandatory at the time of tender opening. If not produced liable for rejection of bidding application.**

**A. TENDER PROCESSING FEE AND EMD**

- 1) The bidders shall deposit tender processing fee **Rs 2000/-** (non refundable) in shape of **Bank draft** in favor of Superintendent, FMMCH, BALASORE.
- 2) The bidders shall deposit **EMD Money of Rs. 25,000/-** (Refundable) in **Bank draft** in favor of Superintendent, FMMCH, Balasore.
- 3) The performance security is to be obtained from the successful bidder awarded with the contract. Performance security should be for an amount of **Rs. 20,000/-** (Refundable) in shape of **Bank draft** in favor of Superintendent, FMMCH, BALASORE.
- 4) Micro & Small enterprises (MSEs) and start-ups are allowed concessional payment of Performance security @ **25%** of performance security prescribed for normal bidders in shape of Bank draft in favor of Superintendent, FMMCH, Balasore.
- 5) The EMD of the non responsive bidders will be returned after completion/finalization of the tender process and the successful bidders only after completion of the tender period.

**B. ELIGIBILITY CRITERIA**

Wholesalers/Distributors/suppliers/manufacturers/retailers are eligible to participate in the tender provided they have:-

1. Valid wholesale/retail/Distributor license from the competent authority.
2. In case of wholesalers/ Distributors/ manufacturers valid manufacturing license & GMP certificate from competent authority is mandatory. Valid means 'valid till the date of opening of covers (A) (Technical Bid) & should be re validated for the tender period.
3. Proof of three years (3 yr) supply to any GOVT. Hospital/PUS/Corporate Sector Hospital along with satisfactory performance report from the purchaser. The copy of the purchase order and evidence of payment received is to be enclosed as such proof.
4. Copy of Annual turnover -
  - A. For **MANUFACTURERS** annual turnover of **Rs. 50 Lakhs** in last three preceding years.
  - B. For **BIDDERS** (Other than manufacturer) annual turnover of **Rs. 20 LAKHS or above** per year for last three preceding years
5. Bidders should have valid registration under GST & IT.
6. Bidders are requested not to quote products of those manufacturing unit who has been blacklisted /irregular supply /Partial supply, either by the tender inviting authority or by any state Govt. or Central Govt. organization. If such incidence is detected at point of time during the period of validity of Bid the agreement shall be cancelled with forfeiture of Security and other punitive measures as decided by the administration.

*Jeeva Das*  
3.6.26  
Superintendent  
FMMCH, Balasore

**C. Documents to be submitted with the Technical BID (COVER-A)**

- A. Tender processing fee of Rs 2000/- (NON REFUNDABLE ) in form of DD.
- B. Earnest Money Deposit (EMD), Rs 25,000/- (REFUNDABLE) in form of DD.
- C. Copy of-
  - I. In case of Manufacturer: - Valid Manufacturing License/valid certificate of GMP/WHO GMP/ISI/ISO/CE Certificate.
  - II. In case of Distributors :- Valid Wholesale /Distributor license from the competent authority and authorizations in original from the manufacturers whose products are quoted by the bidder.
- D. Copy of valid PAN CARD & GST registration certificate.
- E. Attested Xerox copy of up-to-date GST Clearance certificate up to April-2026.
- F. Copy of last three financial years I.T Return 2022-23, 2023-24, 2024-25 and (2025-26 if available).
- G. Manufacturers Authorization in original.
- H. Detail name , Address , Telephone No., Mobile No. , E-mail id of the bidder /contact person.
- I. The Bidders wholesaler/distributor/ supplier must have minimum Average Turnover of Rs. 20, 00,000 lakhs. (Twenty Lacs) during the last Three financial year 2022-23, 2023-24, 2024-25 and (2025-26 if available).
- J. Annual Turnover of the bidders for manufacturer except MSME must have minimum Average Turnover of Rs. 50, 00,000. (Fifty lacs) during the last Three financial year (2022-23, 2023-24, 2024-25 (2025-26 if available).
- K. Attested Xerox Copy of Non conviction Certificate issued by the State Authority.

**D. PRICE BID/FINANCIAL BID(COVER –B)**

The tender format giving the quoted rate for **HOUSE KEEPING AND SANITARY ITEMS** should be submitted in separate sealed covers hereafter called **COVER (B)** (PRICE BID). The bidders has to submit sealed separate price bid.

1. The tender format (price schedule) in duplicate in the prescribed format (as per ANNEXURE-B) in hard copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance/packing/forwarding /freight (door delivery) but exclusive of GST if any .The rate should be quoted for each item both in figures and words with legibility. In case of difference in words and figures, words will be taken into consideration for evaluation.
2. Alternative bid for any item is not acceptable and the item for which multiple bid/rates quoted by the bidder will not be taken into consideration for evaluation.
3. The quoted rate should be final and shall not be subjected to any escalation during the validity of the tender or period of validity.
4. The Bidders should submit/furnish a certificate in the tender to the effect that the **price quoted by them is not more than the open market price** or also under GEM Rate Contract where such rate exists. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority. In such circumstance the lower/decreased price shall be paid.
5. **Dilution ratio Proportion per liter for Raw Phenyl** clearly mentioned on the Price Bid.

*Keena Das*  
3.6.26  
**Superintendent**  
**FMMCH, Balasore**

## E. REJECTION OF THE TENDERER

The tender paper will be rejected if any of the following documents are wanting /not found with the tender bid.

- a. Non submission of relevant documents as mentioned in **Clause – C**
- b. Sealed price bid (s)/quoted rate with signature & seal in each page.
- c. Bidder applying multiple Bid.

## F. EVALUATION

1. Tenders will be evaluated as per the requirement of bid and the price bid will be opened only for the bidders who qualify in the document evaluation as per Technical bid.
2. The cost of the EACH item excluding Tax/GST will be evaluated.
3. On verification of the samples placed by the bidders On **Date. 09-07-2026** must be **Certification by ISO, ISI, Composition, Date of Manufacturing, Date of Expiry and Dilution ratio Proportion per liter for Raw Phenyl clearly mentioned on the label** of the samples.
4. After verification of sample, L1 Bidder should be selected & contract for supplying that particular item.

## Term & conditions:-

### A. Supply & Delivery

1. The approved bidder/supplier shall have to supply at-least 25% of the purchase order quantity (each item) within 7 (seven) days of the receiver of the purchase order and the rest within the stipulated time period as mentioned in the purchase order. After due date the purchase order automatically cancelled..
2. In case L1 Bidder fails to supply in stipulated time & period, the purchaser reserves the right to purchase the same item from any eligible bidder at L1 approved rate and if all approved bidders unwilling to supply the same item at L1 approved rate the purchaser reserve the right to purchase from L2 & L3 rate accordingly. The differential amount between L1 & L2/ L3 deducted from approved L1 bidder.
3. Delivery shall be made at the store at Hospital campus of FMMCH Balasore.
4. The approved rate and supplier will be valid for **one year or till finalization of the next tender** whichever is later.
5. All legal disputes, if any relating to purchase etc, are subject to jurisdiction in the court of law situated at Balasore, Odisha.

### B. PAYMENT

100% Payment shall be made after submission of stock entry certificate(s) from the concerned authority and as per the availability of fund. Under no circumstances the supply should be interrupted as regards to payment.

*Keeravati*  
3.6.24  
Superintendent  
FMMCH, Balasore

### C. PENALTY

If any product after use is found to be NOT AS PER STANDARD QUALITY/ NOT AS PER THE PARAMETER/GIVES ADVERS REACTION, such item will be declared as NOT OF SATISFACTORY QUALITY on the basis of the report of the authority or End user. The said product shall be freeze. The supplier has to replace fresh stock as per the purchased quantity and take back the freeze stock at his own cost.

In case the supplier fails to replace the stocks, then the value of the freeze product will deduct from EMD Money/ next payment. No further purchase order will be placed to the firm/ supplier for the item(s)/debarred from participating in any tender (for that time ) floated in future for three years.

*Leena Day*  
*3.6.26*

Superintendent  
**Superintendent**  
**FMMCH, Balasore**  
Fakir Mohan Medical College & Hospital, Balasore

**ANNEXURE-A**

**LIST OF HOUSE KEEPING AND SANITARY ITEMS UNDER BID**

SI No.	NAME OF THE ITEM	SPECIFICATION/UNIT	RATE	REMARKS
1	ANNEXED SEPARATELY			
2				
3				
4				

*Keelva Das*  
3-6-26  
**Superintendent**  
**FMMCH, Balasore**

**ANNEXURE-B**

PRICE BID (LIST OF HOUSE KEEPING AND SANITARY ITEMS UNDER BID)

SL NO	SL NO AS PER TENDER	NAME OF THE ITEM	SPECIFICATION/UNIT	EACH RATE	GST %

*Heena Das*  
3.6.26  
Superintendent  
FMMCH, Balasore

**ANNEXURE-C**

**DECLARATION FORM**

I/WE \_\_\_\_\_ having My /our \_\_\_\_\_  
Office at \_\_\_\_\_ do declare that I /We have carefully read all the term and  
condition of tender of the \_\_\_\_\_ Odisha for the supply of \_\_\_\_\_. I  
WILL ABIDE WITH ALL THE TERM AND CONDITIONS SET FORTH IN THE TENDER PAPER REFERENCE  
no: \_\_\_\_\_

I/We do hereby declare I/We have not been de- recognized/blacklisted by any state Govt. Union Territory  
/Govt. of India/Govt. Organization/Govt. Health Institution for supply of Not of STANDARD QUALITY (NSQ  
)ITEMS/PART-SUPPLY/NON-SUPPLY.

I/we do hereby declare that the rates quoted by me/us are neither more than the maximum retail Price nor  
DGSD rate contact.

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 3 years if any information furnished by us proved to be false at the time of  
inspection/verification and not complying with the Tender term & conditions.

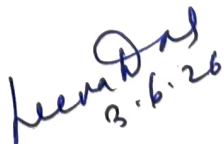
I/We further declare that I/We possess valid manufacturing/ authorized dealer for sanitary items license  
bearing NO \_\_\_\_\_ Valid up to \_\_\_\_\_/regd. supplier with sale tax and vat clearance.  
I/We \_\_\_\_\_ do hereby declare that I/We will supply the sanitation items as per the  
term and conditions & specifications of the tender document. I /We further declare that my /our EMD and or  
Security Deposit will be forfeited if I / We fail to supply any order item after getting order from the purchaser.  
I / We further declare that we will supply the ordered items manufactured only by the manufacturers as  
mentioned in the bid document

Signature of the bidder

Date

Name and address of the firm:

Affidavit before Executive Magistrate/NOTARY

  
3.6.26  
**Superintendent  
FMMCH, Balasore**

**ANNEXURE-D**

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/S \_\_\_\_\_

Who is a wholesaler/distributor/manufacturer for the last three years are given below and certified that the statement is true and correct .

SL. NO	YEAR	TURNOVER IN LAKHS RUPEES	REMARK
1	2022-2023		
2	2023-2024		
3	2024-2025		
4	2025-2026 ( IF AVAILABLE)		

DATE:

Signature of the auditor/Chartered Accountant

Place:

Name in capital

Registration No

Seal

NB:

1. This certificate should be supported by figures in PL Accountant & Income Tax Return.
2. Distributor has to submit own as well as turnover of the principal manufacturer/super stockiest whose products they are quoting.

*Deevathy*  
3.6.26

**Superintendent  
FMMCH, Balasore**

## ANNEXURE-E

### CHECK LIST

Sl. No.	Details of the bidder		
1	Name of the Bidder		
2	Bidder Type (Please Tick)	Manufacture	Other (C & F Agent / Wholesaler / Distributor/ Other
3	Address with Phone No. & email ID		
4	Contract Person:		
5	Mobile No. / Landline No.		
6	Email ID		

### DOCUMENTS SUBMITTED

Sl. No.	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender Processing fees details: DD No.: Date: Amount:			
2	EMD Details: DD No.: Date: Amount:			
3	Valid license /authorization from competent authority: (Manufacturing /wholesale/retail etc.)			
4	Annual Turnover statement:			
5	IT return statement / Tax clearance certificate			
6	Proof of supply Govt. order or PUS			
7	Copy of PAN Card			
8	Copy of GST registration certificate			
9	Valid GMP			
10	Valid ISO			
11	Valid ISI			
12	Declaration form			

**N.B: Bidder has to sign and seal with sequentially numbered (both bids)**

*Heena Dey*  
3.6.26  
**Superintendent  
FMMCH, Balasore**