



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



Letter No: 2801 /S/FMMCHB

Date 03 / 06 /2026

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

TENDER DOCUMENT FOR SUPPLY OF **LABORATORY CHEMICALS, REAGENTS & CONSUMABLES** FOR FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE.

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

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT: - Dt. 06- 07 -2026 / 5:30 PM

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

DATE AND TIME OF OPENING OF COVER-B (FINANCIAL BID): - Dt. 07- 07 -2026 / 12 PM

**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

**PLACE OF OPENING OF BID DOCUMENTS: -**

LT-5, 3<sup>rd</sup> FLOOR, OFFICE OF THE SUPERINTENDENT, FMMCH, REMUNA, BALASORE, PIN-756019.

*Leena Das*  
3.6.26  
Superintendent  
FMMCH, Balasore

## GENERAL INFORMATION

1. Tenders should be submitted in separate envelopes by enclosing its technical bid in cover (A) & Financial bid in cover (B). The envelope containing tender document both envelopes A & B with required fees should be super scribed clearly as **"Tender for laboratory chemicals, reagents & Consumables"** with tender No; and date, Bidders name, mob no. & email id. on the front of envelope. Sealed tenders should reach by Date **06 /07/ 2026** up to **5:30 PM** at the Office of the Superintendent FMMCH, Remuna, Balasore 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 tenderers will be opened at LT-5, 3<sup>rd</sup> floor, O/o Superintendent, FMMCH, Remuna, Balasore on Date **07 /07/2026** at 11am. The Tenderer or their only duly authorized representative will be allowed to be present during the opening of tender if they so like.
3. The bidder has to mention the list of laboratory chemicals and reagents in **Annexure-I** which he intends to supply from the above list.
4. Rate should be quoted in Indian Currency only, excluding GST figures against each item as the payment will be made in Indian currencies only. The tenderer shall not quote rate for any item other than the item specified in the list.
5. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT.OF INDIA /ODISHA from time to time.
6. Each page of the bid document shall be **duly numbered, signed** by the bidder. **Bids without signature** of bidder will,be rejected.
7. In case of items mentioned with brand, the purchaser desire to procure the item of the mentioned brand only.
8. The tender documents should be clearly written/typed without any correction, interpolation and overwriting.
9. If any information or document furnished by the tenderer found to be misleading /incorrect at any stage, their tender will not be accepted.
10. **The quantum of procurement will be made on requirement basis.**
11. The MSE / 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.
12. The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason.
13. The bidders have to submit declaration in the form of affidavit as per **Annexure- II**.
14. Bidders have to submit their quoted price for the items as per **Annexure-B. Non-Quoted items should be mentioned Nil/ Zero as per tender serial no. in both form (Hard Copy/Soft Copy).**
15. The L1 bidders who cannot supply/partially supply/unwilling to supply of the ordered quantities in due time, the authority reserved the rights to place order to L2 bidders and the deferential amount between L1 to L2 should be deducted from other billing amount or EMD Money or Performance Security of L1 bidder. The same Agency/ Firm should not place further order of the same items.

*Superintendent*  
**Superintendent**  
FMMCH, Balasore

16. The bidders who have cannot supply/ have partial supply /unwilling to supply consecutively three times, the same Agency will not be allowed to participate in FMMCH Tender for next 3 years consecutively.
17. Any items (Laboratory Chemicals, Reagents & consumable) which are not available in Tender list will purchase under maximum percentage (%) of discount which is categorized under 04(four) main category of items on prevailing manufacturing price list rate in **Annexure-V.**

#### **A. TENDER PROCESSING FEE AND EMD**

The tenderer should furnish the **EMD of Rs. 50,000/-** (Refundable) & **Rs. 2000/-** (non-refundable) in shape of Bank draft in favor of Superintendent, FMMCH, Balasore. 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. After finalization of the tender process final bidder has to deposit Performance security of **Rs. 30,000/-** (Refundable) before awarding the bid.

#### **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 in case of wholesalers /Distributors & in case of manufacturers valid manufacturing license & GMP certificate from competent authority(ies). Valid means valid till the date of opening of cover A (Technical bid) & should be re validated for the tender period.
2. 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.
3. Annual turnover for Laboratory Chemicals should be as Mentioned below;
  - A. For Manufacturers annual turnover of Rs 2 crore or more in each year in last three preceding year.
  - B. For Bidders other than manufacturers, they have to submit copy of turnover of Rs 50 Lakhs or above in last three years.
4. Bidders should have valid registration under GST & IT.
5. 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.

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

- A. Tender processing fee of **Rs. 2,000/-** (non-refundable) in form of DD.
- B. Earnest Money Deposit (**EMD**), **Rs. 50,000/-** (Refundable) in form of DD.
- C. Copy of-
  - i. Valid Manufacturing License / valid certificate of GMP/WHO GMP/ISI/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. Valid manufacturing /import license/validity certificate and valid GMP/WHO GMP /ISI/CE certificate of the manufacture(s) whose products are quoted by the bidder.
- E. Copy of valid PAN CARD & GST registration certificate.
- F. Copy of last three years I.T Return.
- G. Manufacturers Authorization in original.
- H. Detail name, Address, Telephone No., Mobile No., E-mail id of the bidder /contact person.
- I. Annual Turnover of the bidders (when the bidder is manufacturer) and both the bidder and the manufacturer (when the bidder is other than manufacturer) as per format **Annexure -III** along with supporting documents from Chartered Accountant. The bidders have to submit the C.A audit report for last 3 years.
- J. All the pages shall be duly signed and sealed by the bidder.

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

The tender format giving the quoted rate for **LABORATORY CHEMICALS, REAGENTS & CONSUMABLES** should be submitted in separate sealed covers hereafter called **COVER-B (PRICE BID)**.

1. The tender format (price schedule) in the prescribed format as per **Annexure-I** in **hard copy & soft copy** must be submitted in the bid. The price of the item should be quoted inclusive of insurance /packing/forwarding /fright (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 period.
4. The tenderer 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.

#### 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.

  
Superintendent  
FIMCH, Balasore

## 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 unit items excluding Tax/GST will be evaluated.
3. The lowest price quoted for each item in every category should be selected as L1 and the bidder quoting such price shall be awarded contract for supplying that particular item.
4. The items mentioned in tender sl no. 1066 to 1081 will be selected on same make in model (**Agapee Make**). The bidder/bidders who will quote the price for the above mentioned items other than **Agapee Make** will not be taken into consideration.

## 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 issue of purchase order and the rest within the stipulated time period as mentioned in the purchase order.
2. All supply should be completed within 21 days from the date of the issue of the purchase order. For any further delay penalty of 0.5% of the value per month shall be deducted.
3. The supplied against any purchase order shall have a minimum 70% life span.
4. Delivery shall be made at the store of Hospital campus of FMMCH Balasore/New Teaching Hospital, Remuna, Balasore.
5. Nil supply /unwilling to supply the ordered quantity will lead to forfeiture of EMD /performance security deposit by the supplier and blacklisting.
6. In case the L -1 bidder fails to supply the items within the stipulated time /period, the purchaser reserves the right to purchase the said items from any eligible bidder at L1 approved rate.
7. The approve rate and supplier will be **valid for one year or till finalization of the next tender** whichever is later.
8. All legal disputes, if any relating to purchase etc, are subject to jurisdiction in the court of law situated at Balasore, Odisha.
9. **The Bank Guarantee should be valid up to end of the tender period.**

- B. The Bidders who have selected as L1, the **performance security of Rs. 30,000.00 (Rupees Fifty Thousand Only)** (refundable) should be deposited in State Bank of India, Balasore Main Branch, SBI A/C No. 37593853709, IFSC Code: SBIN0000016 and submit the deposited challan or Online Transfer slip within **07 days** after intimation of Approved L1 List.

### C. 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.

### D. PENALTY

If any product after use is found to be **NOT OF STANDARD QUALITY/NOT AS PER THE PARAMETER /GIVES ADVERSE REACTION UPON CONSUMPTION**, such item will be declared as NOT OF STANDARD QUALITY(NSQ) on the basis of the report of the authority. The said product shall be freezed. The supplier has to replace fresh stock as per the purchased quantity and take back the freezed stock at his own cost .In case the supplier fails to replace the stocks the performance security i.e. Bank Guarantee will be forfeited .No further purchase order will be placed to the firm /supplier for the item(s) and the firm will be blacklisted /debarred from participating in any tender (for that time ) floated in future for three years.

*Leave Day*  
*3.6.26*  
Superintendent  
FMMCH, Balasore  
Fakir Mohan Medical College & Hospital, Balasore

**ANNEXURE -I**

**PRICE SCHEDULE (LABORATORY CHEMICAL, REAGENTS & CONSUMABLES)**

SL NO	NAME OF THE ITEMS	SPECIFICATION	NAME OF THE MANUFACTURER	PACK SIZE	EACH RATE / UNIT	RATE / ml, gm, test, piece

*Devraj*  
3.6.26  
**Superintendent**  
**FMMCH, Balasore**

**ANNEXURE -II**

**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 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  
**Laboratory reagent** and Drug 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 \_\_\_\_\_ 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

*Deena Desai*  
3.6.26  
**Superintendent**  
**FMMCH, Belasore**

**ANNEXURE-III**

**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 /supplier whose products they are quoting.

*Leena Dey*  
3-6-26  
**Superintendent**  
**FMMCH, Balasore**

**ANNEXURE-IV**

**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 drug license / Laboratory chemical 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			

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

*Deva Day*  
3.6.26  
**Superintendent**  
**FMMCH, Balasore**

**ANNEXURE-V**

**DISCOUNT OFFER**

**(PLEASE SUBMIT ON YOUR LETTER PAD)**

<b>Laboratory Chemical &amp; Reagents</b>				
<b>Sl. No.</b>	<b>Category Of the Items</b>	<b>Specification</b>	<b>Discount Offered (%)</b>	<b>GST%</b>
1	Chemical Reagents			
2	Rapid Cards/Kits			
3	Plastic Consumables			
4	Glass Items			

SIGNATURE OF BIDDER

DATE:

SEAL

*Deena Das*  
3.6.26  
**Superintendent**  
**FMMCH, Balasore**