



Letter No. 546 /Estt.(BBMC&H)/26

Dt. 30/01/26

**Tender Call Notice for Supply of Computer Consumable items for the BBMC&H, Balangir**

Sealed tenders are invited from interested / bona fide/ reputed firms/ agencies having adequate experience in taking up the works of Refilling of Cartridges, supply of New Cartridges, Antiviruses, SSD Card, HDD, Cables and repairing work of Desktop, Printer & Scanner etc.. The detailed quantity, specifications and terms and conditions are available in the website i.e. <http://bbmchbalangir.odisha.gov.in> & <https://balangir.odisha.gov.in> which may be downloaded for use. Interested parties may submit their tender super-scribing “Tender for Supply of Computer Consumable items for BBMC&H, Balangir” to the undersigned through Speed post/ Registered post / Courier only which should reach on or before **05.30 P.M.** of **Dt.21.02.2026** positively. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

*Bds*  
*30/1/26*

Superintendent  
Bhima Bhoi Medical College & Hospital, Balangir



**"Terms & conditions for rate contract towards Supply of Computer Consumable items to BBMC&H, Balangir"**

- Availability of Tender document in website for downloading :31.01.2026
- Date & time of Pre-Bid Meeting :09.02.2026 & 11.30 A.M.
- Last date & time of submission of Tender :21.02.2026 & 05.30 P.M.
- Date & Time of opening of Technical Bid :23.02.2026 & 11.00 A.M.
- Date & Time of opening of Financial Bid : will be intimated later
- Place of Opening of Tender/Bid : Office of the Superintendent, BBMC&H, Balangir

**Address for communication:**

O/o Superintendent, New Teaching Hospital, Bhima Bhoi Medical College & Hospital, Balangir  
Near Suktel Office, At- Laltikrapara, PO/ District- Balangir  
PIN Code: 767002  
Email: [gmchospitalbalangir1@gmail.com](mailto:gmchospitalbalangir1@gmail.com)

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Superintendent  
BBMC&H, Balangir



### Terms and Conditions

#### 1. Sale of Tender papers/bid documents:

The prospective bidders may download the complete sets of tender documents directly from the website available at <http://bbmchbalangir.odisha.gov.in> & [www.balangir.odisha.gov.in](http://www.balangir.odisha.gov.in) and submit the same to Superintendent, BBMC&H, Balangir office along with the Tender paper cost (Application Fees) is Rs.1000/- (Rupees Two Thousand) in shape of Demand Draft (Non-refundable) and EMD amount Rs.5000/- (Rupees Five Thousand) only in shape of Demand Draft drawn for in any Bank regulated under RBI norms in favour of “**Superintendent, Bhima Bhoi Medical College & Hospital, Balangir**” payable at Balangir. The cost of Tender paper and EMD amount should be submitted separately in separate Demand Draft. In case of any Bid amendment and clarification responsibility lies with the bidders to collect the same from the office notice board of Superintendent, BBMC&H, Balangir before last date of submitting the tender document.

#### 2. Terms & Conditions:

- The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid will contain only the price bid and schedule of requirement as per Annexure-II and Technical Bid contains all other documents as per the tender terms and conditions i.e. Tender paper cost and all other documents as per eligibility criteria except price format. The Technical Bid & Price/Financial bid will be covered in two separate envelopes clearly written on the top of the envelope as Technical Bid for Supply of Computer Consumable items for BBMC&H, Balangir & Financial Bid for supply of Computer Consumable items for BBMC&H, Balangir and these two bids will be covered in a big envelope writing in the top that “Tender for supply of Computer Consumable items for BBMC&H, Balangir with reference to advertisement No. & date.
- The Bid shall be for the full quantities of all items as per specification in Annexure-I (Form-A). The format of price Bid is specified in Annexure-II (Form-B) which should be used at the time of submission of Bid/Tender.
- The Bid price shall be inclusive of all the taxes and the bidder’s cost towards transaction insurance, packing & transportation and delivery at the O/o Superintendent, BBMC&H, Balangir including other ancillary cost involved during supply of the materials. The price bid must be submitted in proper format given at Annexure-II.
- The Authority shall not be responsible for any postal or courier delays. The cover envelope must clearly mention the consignment number of the Registered Post/Speed Post, or Courier service used. Tender documents received after the due date and time specified in the advertisement will not be accepted or entertained and shall be rejected summarily. No tender documents will be accepted after the expiry of the scheduled date and time for receipt of bids.

#### 3. Bid Security:

The bidders have to submit the “Bid Security declaration” as per the Format at Annexure-V in his own letter head.

#### 4. Performance security:

- The EMD of the successful bidder will be retained as performance security for a period of one year (from the date of the Agreement). The EMD of the unsuccessful bidders will be returned to the respective bidders.
- The EMD of the successful agency will be returned without interest only after successful completion of the work as per the order along with financial invoice payment.

#### 5. Pre Bid Meeting:

A pre-bid meeting will be held on dt.09.02.2026 time 11.30 A.M. in the O/o. Superintendent, BBMC&H, Balangir. Interested parties shall attend the meeting to get their doubts clarified, if any. In case of representative attending the meeting, he must bring the authorization letter to attend the meeting along



with their doubt in written form is required to participate in the discussion. If any decision is taken in the pre-bid meeting for modification or changes to tender terms and conditions, the same will be floated on the website of Bhima Bhoi Medical College web portal. The bidders should submit their bids accordingly.

**6. Eligibility Criteria for this Tender: -**

- a) Bidders are required to have a registered physical Shop/principal place of business within the Balangir municipal area to ensure timely delivery and after sales support. The bidder must provide documentary evidence such as a valid Business license or GST Registration Certificate in support of the above.
- b) The procuring authority reserves the right to verify the bidders principal place of business through site visits or other means. If a bidder is found to have given misinformation, the bid of the such bidder will be summarily rejected.

**Eligibility criteria: Bidders shall furnish the following documents in Bid:**

- (a) Technical Bid as per Annexure-I
  - (b) The quotation should be as per price format at Annexure-II
  - (c) Last three years' experience in supplying of Computer Consumable to Government institutions as per Annexure-III
  - (d) Undertaking / Declaration Form as per Annexure-IV (Bidders/firms own letter head)
  - (e) Bid Security Declaration Format as per Annexure-V (Bidders/firms own letter head)
  - (f) Required Tender Paper Cost/ Bid processing fees in shape of Demand Draft
  - (g) EMD Money in shape of Demand Draft
  - (h) Self-attested copy of PAN Card
  - (i) Self-attested copy of valid GST Registration Certificate
  - (j) Self-attested copy of GST return Certificate of last three months i.e. Oct-25, Nov-25 & Dec-25 / incase of quarterly filing, submit GST return for last quarter(Oct-Nov-ec-25)
  - (k) Self-attested copy of IT returns copy Last 3 F.Y.-2022-23, 2023-24 & 2024-25
7. The bidder will submit all the above required documents along with tender paper cost in the technical bid: otherwise the technical bid will be rejected if any of the above conditions are not complied with.
- 8. Selection Criteria: -**
- 7.1. The lowest price quoted for each item shall be selected as L1 and the bidder quoting such price shall be awarded contract for supplying that particular article.
- 7.2. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- 7.3. Price Negotiation will be done with the L-1 bidder before the signing of the Contract/ Agreement.
9. Each Bidder shall submit only one price Bid for each item, alternative offer will be rejected.
10. Notwithstanding the above, the purchase committee reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all quotations at any time prior to the issue of purchase order.



11. The delivery should be completed within 05 days from the date of receipt of supply order.
12. The supply of consumables items should be completed within the allowed time as per order. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof, subject to maximum of 10% of purchase order value which will be deducted from the total payment due.
13. The payment will be made after delivery and stock entry certificate duly signed by I/c of the concerned department.
14. The tender documents should be numbered and arranged as per the check list specified at Annexure-I
15. If the selected firm fails to execute the order, the performance security will be forfeited and the firm will be debarred from supply of materials to the BBMC&H, Balangir for **three years**.
16. Any legal dispute arising out of this, the matter will be confined to jurisdiction of Balangir district only.
17. Bidders / their representative may remain present during the opening of tender at time **11.30 A.M.** on Date. **23.02.2026**. In case the day will be a Govt. Holiday the tender will be opened in the next working day at time 11.00 A.M. at mentioned venue. No request for change of time, date or venue will be entertained on any ground from bidders. Even if no bidder or their representative remain present in the scheduled time, the Bid will be opened & no complain / objection will be entertained.

*B.M.H.*  
*30/1/26*

Superintendent

Bhima Bhoi Medical College & Hospital, Balangir

*B.M.H.*  
*30/1/26*  
Superintendent  
BBMC&H, Balangir



**ANNEXURE-I**

**FORM –A: Technical Bid**

Sl. No.	Name of document	Submitted (Yes / No)	Page No.
1	Tender Paper Cost Fees (in shape of Demand Draft)		
2	EMD Money (in shape of Demand Draft)		
3	Self-attested copy of Valid GST Registration Certificate		
4	Self-attested copy of PAN Card		
5	Self-attested copy of GST Return Certificate of Last 3 months : - Oct-2025, Nov-2025 & Dec-2025/incase of quarterly filing, submit GST return for last quarter(Oct-Nov-Dec-25)		
6	Copy of Income Tax Return of last 3 Financial Year (2022-23, 2023-24 & 2024-25)		
7	Proof copy of Past Experience as per Annexure-III		
8	Undertaking Annexure-IV (letter head of the bidders/firms)		
9	Bid security declaration as per Annexure- V (letter head of the bidders/firms)		

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30/11/26

Superintendent  
BBMC&H, Balangir



**Annexure-II**

**FORM-A: FINANCIAL BID**  
**Supply of Computer Consumables items for BBMC&H, Balangir**

COMPUTER CONSUMBLES ITEMS		SPECIFICATIONS	Rate per Each Unit	Price per unit Excluding GST	Price per unit Including GST
1	Supply of New Cartridge	Cartridge Model:110A Laser Cartridge	01 Pc		
		Cartridge Model : 12A Laser Cartridge	01 Pc		
		Cartridge Model : 88A Laser Cartridge	01 Pc		
		Cartridge Model : 137A Laser Cartridge	01 Pc		
		Cartridge Model : 166A Laser Cartridge	01 Pc		
		Cartridge Model : 103A Laser Cartridge	01 Pc		
		Cartridge Model : 104A Laser Cartridge	01 Pc		
2	Supply of Antivirus (Quick Heal/NPAV or similar)	01 User 01 Year	01 Pc		
		01 User 03 Year	01 Pc		
		02 User 01 Year	01 Pc		
		02 User 03 Year	01 Pc		
		03 User 01 Year	01 Pc		
		03 User 03 Year	01 Pc		
		05 User 01 Year	01 Pc		
05 User 03 Year	01 Pc				
3	Installation of SSD Card	128GB SSD	01 Pc		
		256GB SSD	01 Pc		
		512 GB SSD	01 Pc		
		01 TB SSD	01 Pc		
4	Supply of External HDD	512GB HDD	01 Pc		
		01 TB HDD	01 Pc		
		02 TB HDD	01 Pc		
5	Installation of Internal HDD	512GB HDD	01 Pc		
		01 TB HDD	01 Pc		
		02 TB HDD	01 Pc		
6	Supply of Power Cable of CPU & Monitor & Printer	Power Cable	01 Pc		
7	Supply of Printer data Cable	Printer Cable	01 Pc		
8	Supply of Key Board & Mouse (Dell/HP/Lenovo or similar)	Keyboard	01 Pc		
		Mouse	01 Pc		
		Keyboard & Mouse Combo	01 Set		



9	Refilling Of Cartridge	HP Model: 110A/12A/88A/137A/166A/104A Cartridge	01 Pc		
10	Refilling of Colour Printer	Model: Epson L3115 Printer	Per Colour Ink Bottle		
11	Refilling of Colour Printer	Model: Canon Maxify GX4070	Per Colour Ink Bottle		
12	HDMI Cable of Monitor		Per Cable		
13	Pen Drive 32GB		01 Pc		
14	Pen Drive 64GB		01 Pc		
15	Pen Drive 128GB		01 Pc		
16	UPS 1KV or above		01 Pc		
17	SMPS Adapter Pin type		01 Pc		
18	Mouse Pad		01 PC		

Date:

Place:

Signature of the Bidder  
Name & Business address:

**I understand and agree that:**

- The quantity for supply of above items may vary as it is directly related to the number of patients got registered.
- We are agreed to supply the above items in accordance with the specification for total cost as mentioned above within a period of 07 days from the receipt of final proof.

Date:

Place:

Signature of the chief  
Executive of the Agency

*Bidy*  
30/1/26  
Superintendent  
BBMC&H, Balangir



**Annexure-III**

**Format for submission of Past performance cum Experience**

Sl. No.	Year	Order No. & Date	Order value (Rs.)	Name of the organization	Order copy page Ref. No.
1					
2					
3					
4					
6					
7					
8					
9					
10					
11					
12					

Date:

Place:

Signature of the Bidder  
 Name & Business address:

*[Handwritten signature and date]*  
 Superintendent  
 BRMC&H, Balangir

*[Handwritten signature and date]*  
 Superintendent  
 BRMC&H, Balangir



**ANNEXURE- IV**

(To be submitted in Technical Bid)

**UNDERTAKING / DECLARATION FORM**

I / We ..... having my / our  
 ..... office at ..... do declare  
 that I/We have carefully read all the terms & conditions of tender of the Superintendent, Bhima Bhoi Medical  
 College & Hospital, Balangir for Supply of Computer Consumables items for BBMC&H, Balangir. 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. \_\_\_\_\_ date \_\_\_\_\_/\_\_\_\_\_/2026.

**I 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 inferior quality  
 materials/ non-supply.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest money deposit and or  
 performance 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 terms & conditions.

I/ We ..... do hereby declare that I/  
 we will Supply of Computer Consumables items for BBMC&H, Balangir as per the specifications as well as  
 Terms & conditions of the above Tender document.

Date:

Seal with signature of the bidder

Place

*Balay*  
 30/11/26  
 Superintendent  
 BBMC&H, Balangir



ANNEXURE-V

**Bid Security Declaration Format**

(On Letter Head of the Bidder)

This is to inform you that M/S. \_\_\_\_\_ (Agency name) shall not withdraw or modify its bid till the validity period of 90 days as mentioned in tender notice advertisement No. \_\_\_\_\_ dated \_\_\_\_\_. We may debar from being considered to participate in future for a period of 3 years at “Superintendent, Bhima Bhoi Medical College & Hospital, Balangir” from the date of debarred notice in the following circumstances: (a) If withdraw the bid during the bid validity period of 90 days. (b). If do not respond to request for clarification of the bid submitted by us. (c) if fail to cooperate in bid evaluation process and in case being successful bidder, if fails to sign the agreement in time to furnished performance security/ guarantee.

Name of the Authorized signatory: - \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal: \_\_\_\_\_

Seal & signature of the Bidder

*Balay*  
30/1/26  
Superintendent  
BRMC&H, Balangir



ANNEXURE - V

**Bid Security Declaration Format**

(For Tender No. of the Bidder)

This is to inform you that M/s \_\_\_\_\_ (Company name) shall not  
 withdraw or modify its bid till the validity period of 90 days as mentioned in tender notice advertisement  
 No. \_\_\_\_\_ dated \_\_\_\_\_ We may debit from bank considered to participate in bids for a period  
 of 3 years as advertisement. If we find Medical College & Hospital, Bangalore, from the date of debarred  
 notice in the following circumstances: (a) It withdraws the bid during the bid validity period of 90 days. (b) It do  
 not respond to request for clarification of the bid submitted by us. (c) It fails to cooperate in bid evaluation  
 process and in case being successful bidder, it fails to sign the agreement in time to furnish a performance  
 security guarantee.

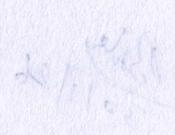
Name of the Authorized authority \_\_\_\_\_

Designation \_\_\_\_\_

Official seal \_\_\_\_\_

Signature of the Bidder \_\_\_\_\_

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 Superintendent  
 BHIMA BHUI MEDICAL COLLEGE & HOSPITAL  
 BANGALUR