



ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

Office: Sishu Bhawan Square, Bapuji Nagar, Bhubaneswar, Pin- 751009
Web Site: www.ouhs.ac.in E-mail: ouhs2022@gmail.com / ouhs@ouhs.ac.in Tel: 0674-2597266

No.OUHS/Niz/Nizarat/0026/ 1774 /2026

Date: 24/2/26

To

The Director,
Information & Public Relations Department,
Govt. of Odisha, Bhubaneswar.

**Sub: Publication of advertisement for procurement and supply of HP
Printer cartridges for the printers in one Odia and one English daily
News Paper.**

Sir,

In inviting reference to the subject cited above, I am to enclose herewith the copy of the Advertisement along with the softcopy for inviting applications from the reputed Firms/Suppliers for procurement and supply of HP Printer Cartridges to be published in one Odia and one English daily News Paper for wide publication on 25.02.2026 positively. It is therefore requested that the Newspaper Agencies may be informed to publish the Advertisement and to submit the bills of the Advertisement to the undersigned for needful action at this end.

Yours faithfully,


REGISTRAR.

Memo No. 1775 /OUHS/2026, Dated. 24/2/26
Copy forwarded to OSD to the Vice Chancellor / O.S.D. to the Registrar/All Members of Local Purchase Committee/Tender Committee for information and necessary action.


REGISTRAR.

Memo No. 1776 /OUHS/2026, Dated. 24/2/26
Copy forwarded to Guard File/Notice Board for information.


REGISTRAR.

Memo No. 1777 /OUHS/2026, Dated. 24/2/26
Copy forwarded to I.T. In- charge for information in order to display this Notice in OUHS Website for wide publicity.


REGISTRAR.





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No. OUHS-NIZ-NIZARAT-0026-2026 / 11769

Date: 24/2/26

TENDER CALL NOTICE

Sealed tenders in plain paper/letter-pad are invited from the Service Registered Firms located in Odisha having valid GSTIN with HP OEM Authorization Certificate and Income Tax clearance certificate for procurement of HP Printer cartridges for the printers installed in the Odisha University of Health Sciences, Bhubaneswar. The bidders shall have to furnish their offer/price towards cost of HP OEM 137A, HP OEM 88A and HP OEM W1002YC cartridges separately for each model as mentioned in the financial bid after going through the terms and conditions of the tender documents. The GST as applicable should be indicated on the total offer price. The office is going to purchase around 85 numbers of such cartridges (HP OEM 137A -69 nos., HP OEM 88A-12 nos., HP OEM W1002YC - 04 nos.).

The tender should reach the Odisha University of Health Sciences on or before 17.3.2026 by 01.00 PM at the latest and the tenders shall be opened on 18.3.2026 at 03.00 PM in the presence of bidders or their authorised representatives.

The tenders received in incomplete shape or after the schedule date and time shall be summarily rejected. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.


REGISTRAR.

Memo No. 1770 /OUHS/2026

Dated. 24/2/26

Copy forwarded to the Comptroller of Finance for information and necessary action.


REGISTRAR.

Memo No. 1771 /OUHS/2026

Dated. 24/2/26

Copy forwarded to PS to the Vice- Chancellor/PA to the Registrar/ All Members of Local Purchase Committee for information and necessary action.


REGISTRAR.

Memo No. 1772 /OUHS/2026

Dated. 24/2/26

Copy forwarded to Guard File/Notice Board for information.


REGISTRAR.

Memo No. 1773 /OUHS/2026

Dated. 24/2/26

Copy forwarded to I.T. In- charge for information in order to display this Notice in OUHS Website for wide publicity.


REGISTRAR.

TENDER DOCUMENT

Procurement of HP Printer cartridges for the printers installed in the Odisha University of Health Sciences Office building by reputed Firms.

Date of issue of Tender Document	24.02.2026
Last Date & Time of submission of Tender Document	17.02.2026 by 1 PM
Date & Time for opening of Tender Document	
Technical Bids	18.02.2026
Financial Bids of eligible Tenderers	20.02.2026

CONTENTS OF TENDER DOCUMENT

Sl no.	Description of Contents	
1	Tender Call Notice	
2	Eligibility Criteria /Scope of work and General Instructions/Terms and Conditions to the Tenderers	ANNEXURE-I
3	Proforma for Technical Bid	ANNEXURE-II
4	Proforma for Financial Bid	ANNEXURE-III
5	Tender Acceptance Letter	ANNEXURE-IV
6	Form of undertaking regarding not being black listed	ANNEXURE-V

ANNEXURE- I

ELIGIBILITY CRITERIA

The firm must be registered with respective authorities like GST, as per rules. Valid copies of HP OEM Authorization Certificates must be submitted. Copy of Income Tax Return for the last three financial years 2022-23, 2023- 24 & 2024-25 or 2023-24, 2024-25 & 2025-26 (provisional, if filed) must be submitted.

- i. The firm should be in existence for over 2 years in the trade with the computers and its peripheral supply business (Copy of proof must be attached). Firms having Income Tax Return for 2 years may also participate.
- ii. The office of the firm should be located in Odisha so that immediate replacement of defective materials can be ensured.
- iii. The average annual turnover of the firm should have at least 25 lakhs.

GENERAL INSTRUCTIONS/TERMS AND CONDITIONS

I. Procurement of HP Printer cartridges for the Printers installed in the Odisha University of Health Sciences, Bhubaneswar.

II. The interested firm has to submit the tender papers addressed to the Registrar, Odisha University of Health Sciences by Speed post/ Registered Post.

III. Any pre-bid query on the matter may be submitted over mail to ouhs@ouhs.ac.in by dated 01.03.2026 and its necessary reply shall be furnished to the respective email by dated 03.03.2026 by the University positively. All entries in the tender form should be legible and filled clearly. No underwriting/overwriting is allowed. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized person may be submitted.

V. The financial bid of only those tenderers will be opened who qualify in the technical bid.

VI. No bidding firm will be allowed to withdraw its bid after technical bids have been opened.

VII. The successful Tenderer has to supply HP Printer Cartridges in the office of Odisha University of Health Sciences, Bhubaneswar.

VIII. The office may procure the materials phase-wise as per requirement. In case, at any point of time, materials received are found to be defective/not as per quality/specification, the firm will replace the material immediately and in case of failure to do so, the EMD will forfeit and the contract shall be terminated.

IX. The University reserves the right to accept or reject any tender without assigning any reason thereof.

X. In case the contracting firm is not able to accept the contract after it is awarded or if it is not able to supply the product after accepting the contract, the University will award such contract to the L2 firm and so on.

XI. Any black-listed Firm/Agency shall not be allowed to participate in the tender.

XII. Any legal dispute is subject to the Civil Courts of Bhubaneswar, Odisha only.

XIII. The interested bidders has to submit the technical bid and financial bid separately in a single master envelope. The financial bid should contain the EMD as well as quoted price. The cost of EMD is Rs.7000/-. EMD will be furnished in shape of Bank draft/Banker cheque in favour of Registrar, Odisha University of Health Sciences.

XIV. The EMD of the successful bidder will be converted to performance security. The EMD shall be forfeited if the firm found to have supplied the goods below the prescribed standards/ specifications. EMD of the unsuccessful bidders shall be returned within 15 days of opening of the tender.

XV. Selection shall be made on least cost methodology on overall total items not on individual items of the financial bid.

XVI. Bidders applying for goods for either a single specification or of two specifications shall not be entertained. All interested firms must apply for goods for all three specifications.

PAYMENT CLAUSE

I. No advance payment will be made to the firm/ company in any case.

II. Payment shall be made after receipt of the product and after due verification by the Odisha University of Health Sciences.

ANNEXURE-II

TECHNICAL BID

SL NO.	DESCRIPTION	
1	Name of the Firm/Company/Agency	
2	Complete Address & Telephone No.	
3	Name of the Proprietor/Partners of the Agency/Firm	
4	Last 3 years balance sheet/ profit & loss statement.	DOCUMENT TO BE ATTACHED
5	Copy of Income Tax Return and PAN Number with Proof for last 3 financial years i.e. 2022-23, 2023- 24 & 2024-25 or 2023-24, 2024-25 & 2025-26 (If filed)	-do-
6	Copy of Registration of Company of Registrar, GST, etc	-do-

Note: All documentary proofs have to be attached for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the
Authorized Signatory of the Firm
(With Seal of the Agency affixed)

Date:

ANNEXURE-III

FINANCIAL BID

Sl. No.	Specification	Approx. nos. of pages to be printed per Unit	Price per Unit	GST	Total Price per unit including GST
1	HP OEM 137A				
2	HP OEM 88A				
3	HP OEM W1002YC				
	Grand Total				

Yours faithfully

Authorized Signature of the firm/
Proprietor:
Name:
Designation:

ANNEXURE-IV

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date

To

The Registrar,
Odisha University of Health Sciences,
Bhubaneswar.

Sub: Acceptance of Terms & Conditions of Tender
Tender Reference No. dated

Madam,

1. I/ We have downloaded/ obtained the tender document (s) for the above-mentioned Tender Work from the Odisha University of Health Sciences website i.e. ouhs@ouhs.ac.in
2. I/ We hereby certify that I/We have read the entire terms and conditions of the tender documents which form part of the contract agreement and I/ We shall abide hereby the terms/ conditions/ clauses contained therein.
3. In case any provisions of this tender are found to have been violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully

(Signature of Bidder, with Official Seal)

ANNEXURE-V

Certified that our/ my firm _____ has not been blacklisted by any Central Government/ Central PSUs/ any other Department or offices functioning under the State Government since the inception of our/ my firm.

Signature of the Bidder with seal

