



ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

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No. OUHS-NIZ-NIZARAT-0026-2026 / 3154

Date: 09/04/26

TENDER CALL NOTICE

Sealed tenders are invited from the Service Registered Firms located in Odisha having valid GSTIN 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 137A, HP 88A and HP 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 137A -69 nos., HP 88A-12 nos., HP W1002YC - 04 nos.).

The tender should reach the Odisha University of Health Sciences on or before 30.04.2026 by 01.00 PM at the latest and the tenders shall be opened on 30.04.2026 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.

D. Nayak
9/4/26
REGISTRAR.

Memo No. 3155 /OUHS/2026

Dated. 09/04/26

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

D. Nayak
9/4/26
REGISTRAR.

Memo No. 3156 /OUHS/2026

Dated. 09/04/26

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

D. Nayak
9/4/26
REGISTRAR.

Memo No. 3157 /OUHS/2026

Dated. 09/04/26

Copy forwarded to Guard File/Notice Board for information.

D. Nayak
9/4/26
REGISTRAR.

Memo No. 3158 /OUHS/2026

Dated. 09/04/26

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

D. Nayak
9/4/26
REGISTRAR.

ANNEXURE- I

ELIGIBILITY CRITERIA

The firm must be registered with respective authorities like GST, as per rules. 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 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. The financial bid of only those tenderers will be opened who qualify in the technical bid.
- IV. No bidding firm will be allowed to withdraw its bid after technical bids have been opened.
- V. The successful Tenderer has to supply HP Printer Cartridges in the office of Odisha University of Health Sciences, Bhubaneswar.
- VI. The University reserves the right to accept or reject any tender without assigning any reason thereof.
- VII. 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.
- VIII. Any black-listed Firm/Agency shall not be allowed to participate in the tender.
- IX. 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.
- X. 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.
- XI. Selection shall be made on least cost methodology on overall total items not on individual items of the financial bid.

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 137A				
2	HP 88A				
3	HP 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

