

Kasturba Hospital
Mahatma Gandhi Institute of Medical Sciences
Sevagram, Wardha 442102, Maharashtra, India



TENDER ENQUIRY DOCUMENT

Advertised Tender Enquiry No.: **eTender/2026-27/CPS/002**

Brief Description of Goods: **Establishment of Annual Rate Contract for supply of Grocery & General Items for Kasturba Hospital, MGIMS, Sevagram**

SECTION - I

Kasturba Hospital
Mahatma Gandhi Institute of Medical Sciences
Sevagram, Wardha 442102, Maharashtra, India
NOTICE INVITING TENDERS (NIT)

Advertised Tender Enquiry No: **eTender/2026-27/CPS/002** On behalf of **Dean, Mahatma Gandhi Institute of Medical Sciences**, online bids are invited in two bid system (Techno-Commercial Bid and Financial Bid) from reputed, eligible and qualified firms/manufacturer for supply of following Goods:

S. No.	Brief Description of Goods	Quantity	Amount of Bid Security / EMD (in INR or equivalent amount in foreign currency)
1.	Establishment of Rate Contract for supply of Grocery & General Items for Kasturba Hospital & MGIMS, Sevagram	As & when required	6,000/-

CRITICAL DATE SHEET

Published Date & Time	30 April 2026 05:00 PM
Bid Document Download/Sale Start Date	30 April 2026 05:00 PM
Seek Clarification Start Date	30 April 2026 05:00 PM
Seek Clarification End Date	11 May 2026 05:00 PM
Pre Bid Meeting Date	Not Applicable
Pre Bid Meeting Venue	Not Applicable
Bid Submission Start Date & Time	30 April 2026 05:00 PM
Bid Submission End Date & Time	21 May 2026 05:00 PM
Bid Opening Date & Time	23 May 2026 10:00 AM

SECTION - II

INSTRUCTIONS

1. All the bids will only be accepted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
2. The Tender Enquiry Document can be downloaded directly from the websites <https://eprocure.gov.in/eprocure/app> by the bidders. They should not tamper/modify it including downloaded Price Bid template in any manner. In case it is found that there is tempering/ modification of any kind, Tender/Bid will be rejected and EMD would be forfeited.
3. The complete bidding process is online. Bidders should possess a valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
4. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/ modifications in the Tender Enquiry Document and any corrigendum, till closing date of submission of bid.
5. The EMD/Bid Security shall be deposited through RTGS/NEFT (bank details mentioned below). The receipt of the transfer of the Earnest Money/Bid Security must be uploaded along with Technical bid.
6. If you are registered firm under Micro, Small Enterprises (MSEs are exempted from paying Earnest Money Deposit (EMD) fee, please submit necessary documents related to the same. After proper verification, payment of EMD fees may be exempted.
7. EMD fees is returned back to all unsuccessful bidders once the evaluation is completed and the contract is signed by the successful bidder(s).
8. Technical bid and Price bid should be uploaded separately
9. The technical bid must contain the following (duly attested) along with Check List:
 - a. Detailed technical specifications of items quoted
 - b. List of users/ institutional installations / Govt. supply orders / reputed private hospitals and copy of Manufacturing License from the manufacturer.
 - c. Income Tax and annual returns of last three years
 - d. GST Registration Certificate and PAN Card copy
 - e. If you are registered firm under Micro, Small Enterprises (MSEs), please submit a copy of the Registration Certificate.
 - f. EMD receipt

10. Condition of Contract

- a. This Tender / Rate Contract shall stand for the duration of one year / Till the completion of new Tender process. No change in rates shall be entertained in any of the market fluctuation. Any compensation or other sums payable by the Vendor / Supplier to the Kasturba Hospital under terms of this contract shall be deducted from his security or sum which may be due or may become due to Vendor / Supplier by the Kasturba Hospital, Sewagram or any account what so ever.
- b. Supply of articles mentioned in the schedule attached to this contract shall be made as and when requested by the Departments / Sections against order issued / indent by Officer Incharge and the articles shall be delivered in time F.O.R. Sewagram. If the supplier / vendor fails to supply the articles in time, clause of the EMD fees of the Vendor / supplier shall be confiscated. This shall be in addition to penalty.
- c. The Supplier / Vendor shall submit the bill at the time of the delivery of the articles there itself.
- d. The contract Tender shall not be sublet.
- e. On breach of any condition of the Tender / Rate Contract by the Supplier / Vendor, Dean, MGIMS shall be entitled to terminate the contract and the EMD fees. In event of the termination of the contract, the Supplier / Vendor shall have no claim for any compensation of

loss in respect of any items or material collected or arrangement made by him. Further, the concerned Supplier / Vendor might be debarred from competing for tenders / quotations / local purchasing practice, as and when floated openly and a provision is made to that effect in this institute.

- f. The decision of the Dean, MGIMS shall be final conclusive and binding on the Supplier / Vendor upon the question to the meaning of anything contained in the conditions here in mentioned and the quality of articles / materials or as all other questions & claims.
- g. Right is reserved to enter into parallel contract with other Supplier / Vendor or split order with more than one bidder at approved rates without assigning any reasons.
- h. Right is reserved to asses independently the capability of bidder to carry out the work / make supplies.
- i. Dean, MGIMS reserves the right to increase or decrease the quantity of the order.
- j. Dean, MGIMS reserves the right to relax any of the conditions of tender.
- k. Successful Tender will be required to supply the items at the rates quoted & agreed upon during the extension of tender period which will not be ordinarily more than 3 months.

11. Payment terms:

- a. Payment will be against successful delivery / supply of the items
- b. No advances are given with Purchase Order (PO).

12. Delivery period: 10 days from the date of Purchase Order (PO). Penalty clause can be levied on case to case basis. Delivery and supply of items should be free and to the satisfaction of the buyer.

13. We are not demanding any payment other than EMD fees to be deposited along with bid in the specified bank Account only as mentioned in the tender enquiry document. If you receive any communications, transmitting different payment, instructions or requesting or requiring alternate payment, arrangements do not respond to such communications.

14. Dean, MGIMS, Sevagram reserves the right to reject all or any tender without assigning any reason.

Account Details of depositing EMD

Name of the Account - Kasturba Health Society
Name of the Bank - Axis Bank Ltd., Wardha
Bank Address - Indira Market Road, Wardha 442001
Account Number - 917010025302943
IFSC Code - UTIB0000808
Branch Code - 808
Swift Code - AXISINBB048
MICR Code - 442211002

SECTION - III

LIST OF REQUIREMENTS

Sr. No.	Name of Equipment	Consignee	Total Quantity per Schedule (No.)
1	Establishment of Annual Rate Contract for supply of Grocery & General Items for Kasturba Hospital & MGIMS, Sevagram	Dean, MGIMS, Sevagram	As & when required

SECTION - IV

TECHNICAL SPECIFICATION AND GENERAL POINTS

Grocery & General Items for Kasturba Hospital & MGIMS, Sevagram

SN	Description of Articles	Qty (Yearly requirement)	Basic Rate	GST %
1	Air freshener Blocks (Odonil) (75 g)	Approx. 50 Pack		
2	All Out Machine with Refill	Approx. 50 Nos		
3	All Out Refills (50 ml)	Approx. 50 Nos		
4	Blade Packet (Pack of 10 Nos.)	Approx. 1200 packets		
5	Candle Packet (Pack of 6)	Approx. 600 Nos.		
6	Colin Bottle (500ml)	Approx. 100 Nos.		
7	Costic Soda (50 Kg)	Approx. 50kg		
8	Cotton Buds	Approx. 50 Pack		
9	Detergent Powder - Nirma (pack of 1 kg)	Approx. 5000 packs		
10	Detergent Soap - Wheel (250 gm)	Approx. 1200 Nos.		
11	Dish Wash Powder - Odopic (Pack of 1 Kg)	Approx. 2500 packs		
12	Hand Wash Soap - Lifebuoy (125 gm)	Approx. 13000 Nos.		
13	Handwash Refilling Pack (900ml)	Approx. 150 Bottles		
14	Medimix Bath Soap (Small)	Approx. 60 Nos		
15	Medimix Bath Soap (Medium)	Approx. 30 Nos		
16	Duracell (AA)	Approx. 2000 Nos.		
17	Duracell (AAA)			
18	Duracell (9V_6LR61)			
19	Pencil Cell (AA)	Approx. 2000 Nos.		
20	Pencil Cell (AAA)	Approx. 2000 Nos.		
21	Torch Cell (Big) 1045 R20 1.5V	Approx. 600 Nos.		
22	Torch Cell (Medium) 1035 R14 1.5V	Approx. 600 Nos.		
23	Dry Mop (Good Quality)	Approx. 250 Nos		
24	Floor Wiper (Good Quality)	Approx. 150 Nos.		
25	Hard Broom (Good Quality)	Approx. 600 Nos.		
26	Hockey Brush (Toilet Cleaning Brush)	Approx. 350 Nos.		
27	Mop (Pochha) – Plastic (Good Quality)	Approx. 120 Nos.		
28	Web Cleaner Brush	Approx. 200 Packs		
29	Naphthalene Balls (Dambar Goli) - Pack of 1 Kg	Approx. 120 Packs		
30	Nylon Sutali (Bundle of 1 Kg)	Approx. 10 Bundles		
31	Soft Broom (Good Quality)	Approx. 1200 Nos.		
32	Steel Scrubber	Approx. 100 Nos.		
33	Nylon Scrubber	Approx. 100 Nos		
34	Soap Dish (Soap case) Plastic	Approx. 100 Nos.		
35	Supli (plastic)	Approx. 50 Nos		
36	Sutali (Bundle of 1 Kg)	Approx. 10 Bundles		
37	Match Box (Pack of 10)	Approx. 600 Boxes		
38	Paper Napkin Pkt	Approx 200 Pkt		
39	Shaving Set – Plastic	Approx 200 Nos		
40	Shaving Set- S.S. Stainless Steel	Approx 200 Nos		
41	Swab Stick Packets (Pack of 100 sticks)	Approx. 100 Pack.		
42	Needle – Linen sewing machine	Approx. 50 Pkts		
43	Needle – Long 8”	Approx. 50 Nos		
44	Needle (Pack of 18 Nos.) 6”	Approx. 10 packets		
45	Thread Bundle (Bundle of 10000 mtrs)	Approx. 25 Bundles		
46	Thread Bundle (Small)	Approx. 400 Bundles		
47	Thread Bundle 300 mtrs	Approx. 50 Bundles		

48	Thread Bundle 500 mtrs	Approx. 25 Bundles		
49	Oil 500ml - Linen sewing machine	Approx. 5 Nos		
50	Disposable Paper Glass- 200ml	Approx 25000 Nos		
51	Tissue Paper Rolls	Approx. 100 Rolls		
52	Urine Strip			

** Please quote for Swadeshi (Indian) make articles.

SECTION - V

CHECKLIST (to be submitted with Technical Bid)

The vendor should upload following documents (duly attested) with Technical Bid

(Please give Annexure No. for submitted Documents as mentioned below)

Name of Company: _____

Name of Contact Person: _____

Mobile No: _____ **eMail ID:** _____

Sr No	Name of Document	Document Submitted (Yes/No)	Annexure No	Reason for not submitting documents
1	Detailed technical specifications			
2	Manufacturer's Authorization Form (Section VII)			
3	User List (wherever Equipment / Instruments supplied and installed)			
4	Manufacturing Certificate of Manufacturer Company			
5	Last 3 years Tax Assessment and Turn Over Certificates			
6	GST Registration Certificate and PAN Card			
7	EMD receipt			
8	MSE Registration Certificate (if applicable)			
9	Declaration of the Supplier /Vendor/Contractor (Section VI)			
10	Details of Bank Account which is linked with PAN – Aadhaar and updated validation for remittance			

Signature with Company Seal

**SECTION - VI
DECLARATION**

(Declaration to be inserted by the bidder in the tender enquiry document)

I _____ S/o/D/o _____ Aged _____ years holding
PAN _____ Aadhar _____ being (capacity-Proprietor
/Partner/Director/Authorised representative) of _____ (name
of the Supplier) (Proprietorship/Company/Partnership) _____
_____, PAN: _____ Address _____

_____ do hereby declare that I / We have agreed to all the terms and conditions specified in the above set of Tender Enquiry Document bearing no. _____ and further that in case the above named Supplier/ Bidder fails in fulfilling one or more of the conditions or acts in contravention to or in contempt of any of the terms and condition or requirement specified in the above stated Tender Document or those mentioned by MGIMS from time to time or during the tenure that committed for supply installation, commissioning, warrantee and for maintenance of the concerned items shall amount to disqualification of the Supplier/Bidder which shall entailed in debarment of his/their participating in the process of quotation for supply of any equipment/article/valuable quoted or otherwise and further he/they shall be liable to get the EMD or Security deposit in any form forfeited and shall also be liable to a penalty and fine including that specified and further be required disassociate him/them from participating into any tender process notified by Mahatma Gandhi Institute of Medical Sciences, Sevagram (referred to as MGIMS) and to take any step that shall be found appropriate in the sole discretion of Dean, MGIMS against above name. The declarant has explicitly understood and therefore, agreed that the Dean of MGIMS and/or an Authority of Kasturba Health Society (Parent Organisation) shall have an unqualified right/authority to debar the supplier/bidder/declarant or its associate(s) from participating in tenders/quotation if any invited or purchase enquiries floated by and on behalf of MGIMS. The Declarant, further declared that in the event of an action/step that shall be taken by Authority(ies) of MGIMS or/and its parent organization in this respect, the declarant including its authorised person shall not challenge or/and assail any of such action/step/order.

Signature & Seal
supplier/bidder/declarant

**SECTION VII
MANUFACTURER'S AUTHORISATION FORM**

To,
The Dean,
Mahatma Gandhi Institute of Medical Sciences
Sevagram, Wardha 442102, Maharashtra, India

Sir,

Ref: Your TE document No.....dated.....

We,.....who are proven and reputable manufacturers of.....(*name and description of the goods offered in the tender*) having factories at....., hereby authorize Messrs....., hereby authorize Messrs.....(*name and address of the agent*) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also state that we are not participating directly in this tender for the following reason(s):.....
..... (*Please provide reason here*).

We further confirm that no supplier or firm or individual other than Messrs.....
.....(*name and address of the above agent*) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full Warranty, CMC as applicable as per clause 22 Service and Warranty conditions of Section II for the goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent

We also confirm that the price quoted by our agent shall not exceed the price which we would have quoted directly

Yours faithfully,

[*Signature with date, name, designation and Email*] for and on behalf of Messrs _____

[*Name & address of the manufacturers*]

Note:

- (1) *This letter of Authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*
- (2) *Original letter may be sent.*
- (3) *The purchaser reserves the right to verify this document with its signatory.*

Sign and Stamp of Bidder