



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY  
(केंद्रीयविश्वविद्यालय/A Central University)  
कुलसचिवकाकार्यालय/OFFICE OF THE REGISTRAR  
तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

**NOTICE INVITING BID**

**TU/GeM/BoQ-Bid (124)/2021-22/.....2545.....Date.....23/11/2022**

Bids in 02 Bid System (Technical and Financial) are invited for supply of Gold Medals to award graduates of the University in the 20<sup>th</sup> Convocation of Tezpur University.

Price of Gold medal (electroplating by 1.0 g of gold (18ct) on 15 g of silver) must be quoted per medal basis with inclusive of making charge, applicable GST and safe delivery. Price should only be quoted/mentioned in the BoQ uploaded separately. Quoting of Price other than in the BoQ may lead to disqualification of the Bid.

Vendors/suppliers having experience of making and supply of gold medals to Academic Institutions/ Universities may submit their tender. They must submit/ upload list of Academic Institution/ Universities where they have been supplying/ have supplied the medals along with relevant documents and photographs of such medals.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: [snp@tezu.ernet.in](mailto:snp@tezu.ernet.in)), Controller of examinations (e-Mail: [controllertu@tezu.ernet.in](mailto:controllertu@tezu.ernet.in)) or in the email id mentioned in the GeM Bid.

**GENERAL TERMS & CONDITIONS:**

1. There is requirement of gold medal of about 48 nos (actual number may be vary)
2. The rates should be exclusive of taxes and applicable tax in percentage should clearly be indicated.
3. Applicable levies, surcharge and discounts should be clearly indicated item wise.
4. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
5. The bid must be accompanied with supporting documents and / or literature.

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6. Demonstration may be sought from the vendors for authentication of quoted specification.
7. Proprietary items should be quoted with sole Manufacturer/ Distributorship certificate.
8. **Payment will be made after delivery of medals.**
9. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
10. Irresponsive/ incomplete quote will be rejected.
11. All communication relating to the NIQ may be made to Assistant Registrar-GA, Tezpur University.
12. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
13. The University is exempted from paying Custom and Excise duty.
14. No Advance payment will be made.
15. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
16. In lieu of the Earnest Money Deposit (EMD) / Bid Security/, the bidder needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – I) accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the NIQ document.
17. GST: As per GoI Notification No. 47/2017 dated 14.11.2017 GST% for Public Funded Research Institution or a University has been reduced to 59%. Hence, reduced rate of GST shall be paid if applicable on the ordered items. Exemption Certificate will be provided on request.
18. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
19. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
20. Applicable levies, surcharge and discounts should be clearly indicated item wise.
21. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
22. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
23. **Payment:** 100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
24. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
25. The University is exempted from paying Custom and Excise duty.
26. Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
27. Irresponsive/incomplete quote will be rejected.
28. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
29. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University)

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can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

**Termination for default:** Default is said to have occurred

- a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.
- d. Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

**30. Selection criteria:**

**i. Evaluation Criteria:**

To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

**ii. Eligibility Criteria:**

- a. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

**iii. Technical Criteria**

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute

**Delivery Period**

31. The delivery should be completed with **15 Days** of the award of BID without any deviation.

  
Assistant Registrar-GA, i/c  
Tezpur University



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**Technical Specifications cum Compliance Report**

**(To be submitted on Company's/Firm's Letterhead Signed and Sealed)**

**Items: Gold Medal**

Item	Detail Specifications	Description	Agreed: Yes/No	Remarks: If any
Gold Medal	<ul style="list-style-type: none"><li>The medals will have to be made with Silver electroplated by Gold.</li><li>The size of the medal will be approximately 1.5 inch in diameter with 15 g of silver electroplated by 1.0 g of Gold (18ct).</li><li>One side of the medal will be required to be engraved with Tezpur University logo and other side of the medal will be engraved with the name of student, year of his/her passing and name of the programme, and in few medals, one side of it will be engraved with student information as above and the other side with Spring Valley Best Graduate, T&amp; I Best Post Graduate, ICAI Gold medal,</li></ul>	<p>Engraved with Tezpur University Logo: <b>44 Nos.</b></p> <p>Engraved with Spring Valley Best Graduate: <b>01 No.</b></p> <p>Engraved with T &amp; I Best Post Graduate: <b>01 no.</b></p> <p>Engraved with ICAI Gold Medal: <b>01 no.</b></p> <p>Engraved with Sitaram Jindal Foundation Gold Medal: <b>01 No.</b></p>		

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	<p>Sitaram Jindal foundation Gold medal etc. one each as the case may be.</p> <ul style="list-style-type: none"><li>• List of Academic Institution where they have supplied the medal is to be submitted.</li><li>• Copy of the supply order is to be submitted.</li><li>• DD of Rs. 1000/- as application fee is to be sent.</li></ul> <p>Or exemption certificate is to be attached.</p>			
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Annexure-I

*(To be submitted on Company's/Firm's Letterhead signed and sealed)*

**Bid-Security Declaration Form**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).