

# तेजपुर विश्वविद्यालय /TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

## कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम /TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त  
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### NOTICE INVITING BID

TU/GEM/BoQ-BiD/2024-25/2306 Date: 05-10-2024

**Bids in 02 Bid System (Technical and Financial)** are invited from reputed vendors/suppliers for supply of 49 Nos. Gold Medals to award the graduates of the University in the 22<sup>nd</sup> Convocation of Tezpur University.

Price of Gold medal must be quoted per medal basis and should be inclusive of making charge, applicable GST and safe delivery at Tezpur University. Price should only be quoted/mentioned in the BoQ uploaded separately. Quoting of Price other than the BoQ may lead to disqualification of the Bid.

*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. The requirement of gold medals are of about 49 Nos (actual number may vary).
2. An EMD (in the form of Demand Draft/Banker's Cheque) for ₹ 25,780/- (Rupees Twenty-Five Thousand Seven Hundred Eighty) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be entertained.
3. Bidders who are MSME/ NSIC registered needs to furnish a "Bid Security Declaration ", in lieu of EMD accepting that if they withdraw or modify their bids during the process of bidding, they will be suspended for a period of **03 (three)** years from participating in any

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future bid invited/published by Tezpur University. Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claims. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.

4. Bidders must upload the Original Bank Solvency Certificate not earlier than the date of publishing of bid Date, stating that the bank accounts of the firms are not under attachment by a Court of Law. The Original Bank Solvency Certificate must reach O/o the Registrar (Store & Purchase Section), Tezpur University, Tezpur -784028, Assam on or before last date of submission of the online bid. Failure to do so shall lead to disqualification of the bidder. Tezpur University shall not be responsible for any postal delays.
5. Successful bidder has to submit Performance Guarantee Certificate of requisite value which shall be intimated before placement of the final order. The PBG has to be submitted before submission of the final invoice for payment.
6. The rates should be exclusive of taxes and applicable tax in percentage should clearly be indicated.
7. Applicable levies, surcharge and discounts should be clearly indicated item wise.
8. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
9. The bid must be accompanied with supporting documents and / or literature.
10. Demonstration may be sought from the vendors for authentication of quoted specification.
11. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
12. Irresponsive/ incomplete quote will be rejected.
13. All communication relating to the NIQ may be made to Assistant Registrar-GA, Tezpur University.
14. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
15. The University is exempted from paying Custom and Excise duty.
16. No Advance payment will be made.
17. **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.
18. In lieu of the Earnest Money Deposit (EMD)/Bid Security, the bidder needs to furnish a "Bid Security Declaration" (format enclosed at Annexure - III) 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.
19. The rates should be exclusive of taxes and applicable tax percentage (%) should be clearly indicated.

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20. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
21. Applicable levies, surcharge and discounts should be clearly indicated item wise.
22. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
23. **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.
24. **Payment:** 100% payment after successful delivery and acceptance by the end user.
25. **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.
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) 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.

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### 30. Selection criteria:

#### i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfill 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:

- 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

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

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5/11/24

Deputy Registrar (GA)  
Tezpur University

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Annexure - I

### Technical Specifications cum Compliance Report

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

Items: Gold Medal

Sl.	Medal Type	Qty.	Detailed Specifications
1.	a. Engraved with Tezpur University Logo	44	<p><b><u>22 carat 3 gram Gold and 50 gram silver</u></b> The medals will have to be made with Silver electroplated by Gold. The size of the medal will be approximately 1<sup>3/4</sup> inch in diameter with 50 gram of silver electroplated by 3.0 gram of gold (for plating)</p> <p>One side of the medal will be required to be engraved with <b>Tezpur University logo</b> and the other side of the medal will be engraved with the name of the student, year of his/her passing along with name of the programme</p>
	b. Engraved with ICAI Gold Medal	01	<p><b><u>22 carat 3 gram Gold and 50 gram silver</u></b> The medals will have to be made with Silver electroplated by Gold. The size of the medal will be approximately 1<sup>3/4</sup> inch in diameter with 50 gram of silver electroplated by 3.0 gram of gold (for plating)</p> <p>One side of the medal will be required to be engraved with Tezpur University logo and the other side of the medal shall contain the information about the sponsoring agency along with student's information.</p>
	c. Engraved with Spring Valley Best Graduate	01	<p><b><u>22 carat 3 gram Gold and 50 gram silver</u></b> The medals will have to be made with Silver electroplated by Gold. The size of the medal will be approximately 1<sup>3/4</sup> inch in diameter with 50 gram of silver electroplated by 3 gram of gold (for plating)</p>

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			One side of the medal will be required to be engraved with Tezpur University logo and the other side of the medal shall contain the information about the sponsoring agency along with student's information.
2	d. Engraved with T&I Best Post-Graduate	01	<b><u>22 carat 1.5 gram Gold and 50 gram silver</u></b> The medals will have to be made with Silver electroplated by Gold. The size of the medal will be approximately 1 <sup>3/4</sup> inch in diameter with 50 gram of silver electroplated by 1.5 gram of gold (for plating)  One side of the medal will be required to be engraved with Tezpur University logo and the other side of the medal shall contain the information about the sponsoring agency along with student's information.
	e. Engraved with Sitaram Jindal Foundation	02	<b><u>22 carat 1.5 gram Gold and 50 gram silver</u></b> The medals will have to be made with Silver electroplated by Gold. The size of the medal will be approximately 1 <sup>3/4</sup> inch in diameter with 50 gram of silver electroplated by 1.5 gram of gold (for plating)  One side of the medal will be required to be engraved with Tezpur University logo and the other side of the medal shall contain the information about the sponsoring agency along with student's information.
	Total:	49	

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### Annexure - II

SI No	Type of Document	Submitted	Page
<b>A. Mandatory:</b>			
1.	PAN Card	Yes/No	
2.	GST Certificate	Yes/No	
3.	Valid Trade License/ Registration Certificate	Yes/No	
4.	ITR Returns (Last 03 Financial Years)	Yes/No	
5.	Declaration of Non-Blacklisting	Yes/No	
6.	Acceptance to Tender Condition	Yes/No	
7.	Technical Specifications and Compliance Sheet including	Yes/No	
8.	Audited Balance Sheet certified by CA for last 03 yrs. *	Yes/No	
9.	Annual Turnover (last 03 Financial Years) *	Yes/No	
10.	Proof of Experience *	Yes/No	
11.	Earnest Money Deposit *	Yes/No	
12.	Bid Security Declaration Form (to be submitted by MSME registered Bidders )	Yes/No	
13.	MSME / NSIC (* exempted for those who are MSME)registered	Yes/No	
<b>B. Optional :</b>			
1.	Proof of Office Address (If applicable)	Yes/No	
2.	ISO Certificates (If applicable)	Yes/No	
3.	Address of After Sales Support /Service Centres (if applicable)	Yes/No	
4.	Dealership Certificate/Authorization Certificate (if applicable)	Yes/No	
5.	MII Declaration (if applicable)		
6.	Escalation Matrix (if applicable)	Yes/No	
7.	Product Datasheet, User Manual and brochure in support of	Yes/No	
8.	Certification for Genuine Pricing	Yes/No	

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Annexure-III

(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).