

# Biju Patnaik University of Technology, Odisha Rourkela

Tender Notice No. BPUT/RKL/19391(2)

Dated : 14/02/2017

## TENDER DOCUMENT FOR GOLD MEDALS

**NATURE OF THE WORK:** Supply of gold medals to be presented to students on the ensuing convocation of BPUT.

Tender Document can be downloaded from the official website of the University ([www.bput.ac.in](http://www.bput.ac.in)) and submitted during the due date along with Rs. 500/- (Rupees Five hundred only) in shape of Demand Draft, in favour of BPUT, Odisha, payable at Rourkela, towards cost of the Tender Document.

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 02.03.2017 (up to 4.00 PM) at Biju Patnaik University of Technology, at- Chhend, Rourkela, Odisha.

**DATE, TIME & VENUE OF OPENING OF TENDERS:**

- (i) Technical Bid – 03.03.2017 at 11.00 AM
- (ii) Financial Bid – 03.03.2017 at 12.30 PM
- (iii) Venue - Biju Patnaik University of Technology, Chhend, Rourkela

**ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD):**

Name of the work	Qty (Approx)	Estimated cost (Rs.)	EMD (Rs.)
Supply of gold medals to be presented to students on the ensuing convocation of BPUT	20 nos	3,50,000/-	7,000/-

The tender document is divided into two parts. The first part is called Tender Document- cum- Technical Bid of five pages (1-5) hereinafter called as the "Technical Bid" and the second part is called "Financial Bid" of one page i.e. page-6

### Terms & Conditions

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Odisha, Rourkela will process the tenders as per the standard procedures followed by University. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. BPUT will not under any obligation, give any clarification to the bidders whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as "Technical Bid". The Financial Bid should be submitted in a separate sealed envelope superscribing as "Financial Bid".
3. The sealed envelopes of "Technical Bid" and "Financial Bid" should be kept in a single large envelope superscribing "**Tender for supply of gold medals**".

4. All the pages of the tender document, technical bid and financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
5. **Tenders should be submitted by post/courier** addressed to "**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela** ", which should reach BPUT by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
6. The University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
7. The Technical Bid envelope will be opened first in the presence of tenderers
8. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept intact with the signature of all Committee members with a remark "Not opened because of disqualified in the Technical Bid".
9. The successful tenderer has to make a security deposit of Rs.25000/-. If required, the same may be adjusted with the EMD amount of Rs. 7,000/- submitted earlier and the balance of Rs.18000/- may be deposited with BPUT in shape of DD by the selected party within 7 days from the receipt of work order.
10. In the event of tender being accepted, the quotations will be converted into a contract. The contract shall be effected from the date of work order and shall remain valid for one year or till the completion of the job whichever is earlier. However, in case of exigency if the situation so warrants, the Vice Chancellor reserves the right to extend the period as deemed fit.
11. No claim for price increase will be entertained during the contract period.
12. The Cost of Tender Document and Earnest Money (EMD) is to be kept in the Technical Bid cover along with the tender in shape of separate Demand Drafts drawn in favour of "Biju Patnaik University of Technology, Odisha", payable at Rourkela, failing which the tender shall be rejected out rightly.
13. The security is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the University and the party shall be black listed.
14. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be returned on successful completion of the job to the satisfaction of the University.
15. In case the office feels that the firm has intentionally delayed the job or deviates from the specification, penalty as deemed fit by the University shall be imposed or security money will be forfeited. In addition to the penalty, the tenderer may also be black-listed. However, in case the period of execution of work is extended; the reason for delay in execution of the work must be conveyed to BPUT at the earliest and looking into the gravity of the situation, the penalty may be reduced and the University has the discretion to solely decide this.

16. If the tenderer fails to complete the job and University has to get it done through any other firm at higher rates or any false declaration in the tender the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
17. The tenderer must not have been black listed earlier.
18. Payments will be made only after delivery of goods, satisfactory testing from any Government authorised laboratory and submission of bill along with detail test report. No advance will be paid to carry out the work.

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Date : 14/02/2017

## TECHNICAL BID

**(Supply of gold medals to be presented to students on the ensuing convocation of BPUT)**

SI No	Particulars	Description
1	Name of the Firm/ Dealers/ OEM/ Companies/ License holder	:
2	Address	:
3	Email address	:
4	Telephone Number(s)	:
5	Tender cost DO No. Date and Bank	:
6	EMD, DO No. Date and Bank	:
7	Sale Tax/ VAT/ TIN No.	:
8	Permanent Account No.(PAN)	:
9.	VAT Clearance certificate	:

**Signature of Tenderer**  
With Seal & Date

### **DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

1. Self attested copy of PAN
2. Self attested copy of Sales Tax / VAT / TIN certificate
3. Self attested copy of VAT clearance certificate
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.500/- towards tender cost
6. DD of Rs.7,000/- towards EMD
7. Self attested photocopy of similar experience in supplying gold medals
8. Tender document signed with seal & date in each page.
9. Self attested copy of valid licence for dealing in the said materials
10. Declaration form duly signed (*Annexure-I*)
11. VAT Clearance certificate

*Note: If the above documents are not submitted the tender will be summarily rejected.*

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA

Tender for supply of Gold medals

Tender No. \_\_\_\_\_ Date: 14/02/2017

**Declaration**

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Tenderer**

With Seal & Date

# Biju Patnaik University of Technology, Odisha Rourkela

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## FINANCIAL BID

**(Supply of gold medals to be presented to students on the ensuing convocation of BPUT)**

Name &amp; address of the Firm/Company: .....

.....

Price table below to be filled by the bidder

S N	Specification	Unit Price	Taxes levied	Total(Rs.)
		A	B	C
1	Making charges for 22 caret 916 purity BIS Hallmarked 5 Grams Gold Medal having diameter of 2.5 cm. (Rounded shape with outer hook for tying ribbon)			
2	Case for the Gold Medal covered with velvet outside and satin cushioning inside, if any.			
3	Engraving charges (logo of the University)			
4	Taxes/ Levies on Gold only			
Total (Rs.)				

**Important Note : The Tenderer is required to quote the making charges and taxes if any, for item 1 to 3. Further, taxes/ levies etc on gold if, any be mentioned in Col- B of item No. 4. The rate of the Gold shall be determined by the University in the presence of the successful bidder or his authorised representative as per the prevailing market rate on the date of placing of order to the successful bidder.**

**Signature of Tenderer**  
With Seal & Date