

Biju Patnaik University of Technology, Odisha Rourkela

TENDER DOCUMENT FOR SUPPLY OF GOLD MEDALS

(Tender No. BPUT/RKL/3902, dated 21.11.2013)

A. General Information

1. Date of sale of tender paper : 22.11.2013 to 02.12.2013
(during office hours on all working days up to 5.00 PM)
2. Last date of receipt of tender paper : 02.12.2013
(in the working hours up to 02.30 pm)
3. Date, time and venue of opening : 02.12.2013 at 5.00 pm
at BPUT, Chhend, Rourkela
4. Tender Cost : Rs. 500/- + VAT 5%= Rs. 525/-
5. Estimated value of the Tender : 7.00 lakhs

B. Tender Particulars

- (1) Sealed quotations are hereby invited in the prescribed Tender Documents from reputed registered Firms/Dealers/OEMs/Companies/Licence holders having valid registration, PAN and TIN No. for supply of around 20 (twenty) Gold Medals for the Convocation of the Biju Patnaik University of Technology, Odisha, Rourkela. Interested party/parties may apply in the prescribed tender document (s) which can be obtained from BPUT office at Chhend, Rourkela -15 on payment of Rs. 500.00 + VAT 5% Rs. 25/- (Rupees Five Hundred twenty five) only per document in the shape of DD drawn on any nationalised bank in favour of BPUT, Odisha payable at Rourkela. The tender document can also be downloaded from our website www.bput.ac.in. In case of downloaded forms, the tender cost is to be paid while submitting the tender document.
- (2) Tenderers/bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- (3) The following documents should be attached with Tender document
 - (i) Self attested copy of PAN card.
 - (ii) Self attested copy of Sales Tax Registration Certificate having TIN/SRIN/ VAT.
 - (iii) Self attested copy of Registration Certificate of the Industry/ Firm.
 - (iv) Money receipt No. & date (incase of purchase from the office)
 - (v) EMD should be 5% of estimated value of the tender as mentioned above. The same be submitted in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.

- (vi) Proof to the effect that the tenderer has experience of providing similar work during last three years.
 - (vii) The tender document with the terms and conditions duly signed by the authorized person of the agency with seal and date in each page.
 - (viii) Undertaking to the effect that the agency has not been blacklisted by the Government or other organization (***Annexure-I***).
- (4) The tender should be submitted by dropping in the drop box kept at BPUT, Chhend, Rourkela or can be sent by post addressing to “**The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela, Odisha-769015**” which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted can not be withdrawn.

TENDER DOCUMENT

- 1 Tender No. _____ and _____ : BPUT/ _____, date _____
Date
- 2 Name and address of the _____ :
Party/Firm/Dealers/ OEMs/ Company
- 3 Name of the Proprietor/ Partner / Director _____ :
Telephone/Fax No./e mail
Regn. No. of the Firm/ Dealers/ OEMs/
Company.
- 4 TIN/ SRIN/ VAT _____ :
- 5 Money Receipt No, and date (In case of _____ :
purchase of tender paper at office)
- 6 EMD amount (5% of item value) _____ :
- 7 DD No. and Date _____ :
- 8 Documents attached(✓ mark) _____ :
 - # Photocopy of PAN
 - # Photocopy of TIN/SRIN/VAT
 - # Photocopy of Regn. No. certificate of the Firm/Dealers/OEMs/ Company
 - # Photocopy of valid license for dealing of the said materials
 - # Photocopy of similar experience in supplying gold medal for last 3 years
 - # Declaration statement for non-blacklisted of firm/ organization

9. Rate

Sl	Specification	Unit Price	Taxes levied	Total
		A	B	(A+B)
1.	Making charges for 22 caret 916 purity BIS Hallmarked 9 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/ Lavies on Gold only			
		Total		

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.

Technical Qualification Requirement

1. The firm must have experience in supplying gold medals to Universities/ Educational institution/ organizations
2. The firm must be within the state of Odisha

General terms and Conditions :

Tenderers 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 BPUT. 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 agencies whose bids are rejected / not selected.

- (i) The tender should be submitted in the prescribed tender format only.
- (ii) While submitting tender, the tenderers must submit Tender document in a sealed envelope super scribing as **“Tender for supplying of Gold Medals for the Convocation of Biju Patnaik University of Technology, Odisha, Rourkela.”**.
- (iii) All the pages of the tender documents and papers 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.
- (iv) Tenders should be submitted by dropping in the drop box kept at BPUT office at Chhend, Rourkela or by post/courier addressed to “The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-15”, 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. No hand delivery is acceptable.
- (v) The University is not responsible for accidental opening of the covers that are not properly super-scribed and sealed before the time notified for opening of tenders.
- (vi) The price should be for destinations and the item to be delivered on site. The rate quoted should include all charges for packing, forwarding, octroi freight, insurance, taxes, local taxes, transportation, loading & unloading, processing etc. i.e., the base cost and all other taxes and liabilities be neatly mentioned.
- (vii) Place of delivery at BPUT Head Office, Chhend, Rourkela-15.
- (viii) It is not binding on the University to accept the lowest bid of the tender.

- (ix) In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for **one year**. However, if, the situation so warrants, the University reserve the right to extend the period as deemed fit or reject the supply.
- (x) No claim for price increase will be entertained during the contract period.
- (xi) No additional payment will be made beyond the agreed cost.
- (xii) The approximate quantity of gold medal is 20 (twenty) and the same may increase or decrease. The exact number will be mentioned in the award letter.
- (xiii) The Cost of Tender Document (if downloaded from the website) and Earnest Money (EMD) is to be kept in the sealed envelope along with the tender documents in shape of Demand Draft drawn in favour of "Biju Patnaik University of Technology, Odisha", payable at Rourkela, failing which the tender shall be rejected out rightly.
- (xiv) The EMD/Security Deposit 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 firm shall be black listed.
- (xv) The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the EMD/Security Deposit will be returned on successful completion of the contract to the satisfaction of the University.
- (xvi) The successful tenderer should supply the tendered goods as per the schedule given by BPUT, as per the agreed specifications and other terms, failing which, the order will be cancelled.
- (xvii) In case the office feels that the firm has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. 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 supply 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.
- (xviii) If the tenderer fails to complete the job and University has to get it done through any other firm at higher rates, the security deposit of the firm will be forfeited.
- (xix) The tenderer must not have been black listed earlier by any of the Universities or agencies or any other organisation. For which a declaration statement must be attached along with the tender documents.
- (xx) Payments will be made only after delivery of goods, satisfactory testing from any Govt. authorized laboratory and submission of bills along with detail test report. No advance will be paid to carry out the work.

- (xxi) The University has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice Chancellor, BPUT, Odisha will be final in this regard.
- (xxii) In the event of any dispute arising between the University and the selected tenderer, the same shall be referred to Arbitration by a retired judge to be nominated by the University (BPUT). The fees of the Arbitrator & expenses of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation Act 1996 shall to be applicable. The High Court of Odisha shall have jurisdiction in the matter.

I / we undertake to be present on _____ in the BPUT, Chhend, Rourkela, to attend the opening of the tender either by representing self or through our authorised personnel.

Signature of the authorised person with seal & date)

NB : The party intending to submit tender must apply in this tender document. Deviation shall be treated as non-Compliance and hence liable for rejection of the offer of the tenderer.

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA

Tender for Purchase of Gold Medals

Tender No. _____ Dated _____

UNDERTAKING

This is to certify that my/our firm/agency/company has never been blacklisted by any of the Government or other organization and no criminal case/s pending against our firm/agency/company.

Place:

Date: / /2013

Name of the Tenderer :

Name of the Signatory :

Signature with seal :