



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/CS&P/38/20/0632

Dated : 04.02.2020

**TENDER DOCUMENT FOR SUPPLY OF GOLD MEDALS**

**NATURE OF THE WORK:** Supply of Gold Medals.

Sealed tenders are invited from reputed manufactures /registered jewelers /authorized dealer/Distributors/Stockiest for supply of Gold medals.

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. 1000/- (Rupees One thousand) in shape of non-refundable account payee Demand Draft, in favour of BPUT, Odisha, payable at Rourkela, towards Bid Processing fee.

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 25.02.2020 (up to 05.00)addressing to the Registrar, Biju Patnaik University of Technology, at- Chhend, Rourkela, Odisha by **Speed Post/ Regd Post only.**

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

- (i) Pre Bid Discussion : 10.02.2020 at 11.30 AM.
- (ii) Technical Bid : 26.02.2020 at 11.30 AM.
- (iii) Financial Bid : 26.02.2020 at 04.30 PM.
- (iv) Venue: Biju Patnaik University of Technology, Chhend, Rourkela-769015.

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

Name of the work	Qty	Approximate Cost (Rs.)	EMD (Rs.)
Supply of gold medals to be presented to students on the ensuing convocation of BPUT	25	6.50 lakhs	30000/-

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 Tenderers. 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 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 through **Speed Post/ Regd. Post only** addressing to "The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015", 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 shall 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 on the notified date and time. The tenderers or their authorised representatives may remain present at the time of opening.
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 tenderer has to deposit EMD amount of Rs. 30,000/- in shape of DD drawn in favour BPUT, Odisha payable at Rourkela.
10. No claim for escalation in price will be entertained.
11. The DD for Bid Processing fee and DD for Earnest Money (EMD) is to be kept separately 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.
12. The EMD 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.
13. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection within a period of one month. In case of successful bidder, the same will be returned on successful completion of the job to the satisfaction of the University.



14. The successful bidder must have to supply the medals within 10 (Ten) days from the date of issue of the Work Order. No extension of date shall be ordinarily allowed. If it feels that the firm has intentionally delayed the job or deviates from the specification, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the tenderer may also be black-listed.
15. If the tenderer fails to complete the job and University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the EMD deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
17. The tenderer should have a clean reputation, must not have been black listed / defaulted in supply of the medals in due time to BPUT or any other of the state.
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. The BPUT shall not bear the cost of testing.
19. The Gold medals shall be delivered to the Registrar / Deputy Registrar, BPUT at Rourkela during the office hours working days only.
20. All items as ordered has to be delivered in full. No part delivering shall be entertained.
21. Making charges, engraving charges, cost of velvet for etc. should be included in the quoted price.
22. The University (BPUT) authorities reserve the right to decide on the integrity, reliability, sincerity, reputation of the Gold medal manufacturer, bidder, supplier, quotations for finalisation of for preparation and supply of Gold Medal.

**Registrar**





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**TENDER DOCUMENT FOR SUPPLY OF GOLD MEDALS**

**TECHNICAL BID**

Sl No	Particulars	Description
1	Name of the Firm/ Dealers/ OEM/ Companies/ License holder	:
2	Address	:
3	Email address	:
4	Telephone Number(s)	:
5	Bid Processing fee DD No. Date and Bank	:
6	EMD, DO No. Date and Bank	:
7	GST / TIN No.	:
8	Permanent Account No.(PAN)	:

**Signature of Tenderer**  
With Seal & Date

**DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

1. Self attested copy of PAN
2. Self attested copy of GST / TIN certificate
3. Self attested copy of GST clearance certificate
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.1000/- towards Bid processing fee
6. DD of Rs. 30,000/- 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 license for dealing in the said materials
10. Declaration form duly signed (*Annexure-I*)

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



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

(Annexure-I)

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA**

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**TENDER DOCUMENT FOR SUPPLY OF GOLD MEDALS**

**Declaration**

**(in the letter head of the tenderer)**

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. I have also not defaulted in supplying the items in due time to any organisation.

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

Address \_\_\_\_\_

Mobile number \_\_\_\_\_

E-mail \_\_\_\_\_

**Signature of Tenderer**

With Seal & Date



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**FINANCIAL BID**

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

.....

Price table below to be filled by the bidder

SI No	Specification	Unit Price	Taxes levied	Total(Rs.)
		A	B	C
1	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.			
3	Engraving charges (logo of the University, name of the award year)			
4	Making Charges			
5	Taxes/ Levies on Gold only (GST etc.)			
		<b>Total (Rs.)</b>		

**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.**

Signature of Tenderer  
With Seal & Date