



# Rabindra Bharati University

56A, B.T. Road, Kolkata - 700050

Ref. No.:RBU/FO/376/83

Date: 29.03.2016

## Notice Inviting Tender

Quotations are invited from experienced organizations dealing in **University Convocation Medals, Caskets etc.** with credentials, trade license and income tax clearance, for **supply of Medals, Caskets etc.**

### **Date and Time Schedule:**

S. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	30/03/2016 from 11 AM
2	Documents submission end date (Offline)	06/04/2016 upto 2 PM
3	Bid opening date	06/04/2016

Finance Officer



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## A. Scope of Work

Scope of Work in this section includes the following:

1. Supply, delivery of materials specified herein along with supervision and coordination.
2. The goods should be of the best materials and good workmanship.

## B. Supply & Commissioning

Supply of the entire ordered items within the stipulated time, as mentioned in the Terms and Conditions will be the responsibility of the bidder at their own cost.

## C. Pre-qualification Criteria

1. The bidder should be a registered company / firm. Submit copies of company incorporation certificate, PAN, VAT, Service Tax & TIN documents along with the offer.
2. The bidder should have experience in supply of the mentioned items for at least one reputed organizations (within India) PSU / Universities / Government organizations (proof of the same must be supplied).
3. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this tender process. Bids submitted by any such blacklisted organisation, if found at any point of time in this tender process, will be summarily rejected. If any such blacklisted organisation is found after award of purchase order, then the purchase order will be cancelled and the earnest money deposit or the bank guarantee will be forfeited to RABINDRA BHARATI UNIVERSITY. **An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the bid.**
4. The bidder bidding for part of any of the BOQ will be rejected.

## D. Invitation of Proposals

1. The services under this tender includes:
  - Delivery of items specified herein in presentable boxes along with supervision and coordination to RBU examination department for the entire ordered items.
  - The entire ordered items shall carry smooth polishing and inscription at no extra cost.
  - At the time of delivery of any items mentioned in the NIT if it is found that some additional items / accessories or services are required to complete the



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work which were not included– as per the technical specification then bidder will be required to supply such items to ensure the completeness of the requirements at no extra cost to Rabindra Bharati University.

2. Bidders are advised to study the tender notice and its Annexures carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
3. **This TENDER is non-transferable. Assignment and subletting is not permitted. Information regarding associates and principals is to be disclosed in the tender technical bid itself.**
4. All proposals shall be valid atleast 30 days.
5. The University Authority reserves right to ask for clarifications and the decision of the University Authority shall be final and binding.
6. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
7. The University reserves all rights to cancel this tender at any point of time without assigning any reason whatsoever.
8. All bids should be addressed to **The Finance Officer, Rabindra Bharati University** and should be submitted at the office of **Deputy Registrar (Examination)**. No bid shall be accepted through telegraphic / fax / email means.

## E. Procedure for Submission of Proposals

1. Eligible bidders are required to download the Tender Documents from the University websites ([www.rbu.ac.in](http://www.rbu.ac.in))
2. Bidders are required to submit the complete proposal along with annexures, etc. The proposal has to be signed in original by the Bidder. The proposal shall be exactly according to the formats given in the TENDER documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Modifications / reordering of formats shall not be acceptable. Each page of proposal document is to be signed and stamped by the Bidder clearly indicating that all the terms and conditions mentioned herein are acceptable to the Bidder unconditionally.
3. The Bidder is expected to read and examine carefully all instructions, forms, terms and specifications in the TENDER document. Failure to furnish all information required in the TENDER Document or submission of a proposal not substantially responsive to the TENDER Document in every respect will be at the Bidders risk and shall result in rejection of the proposal.

## F. Bidders Information format

Please download Annexure I and submit the filled-up and ink-signed & stamped document (i.e. Annexure I) in the respective bidder's letterhead.



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## G. Penalty Clause

**Delivery:** Delivery should be completed within **26/04/2016** failing which this purchase order will be treated as cancelled.

## H. Suspension

The Competent Authority may by a written notice of suspension to the Bidder, suspend all payments to the Bidder if the Bidder fails to perform any of its obligations (including the carrying out of the tasks) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder

## I. Interpretations

Whenever any issue relating to the interpretation of the tender document or of the bids submitted arises, the decision of competent authority of the university shall be final and binding.

## J. Assignment & Sub-contracting

1. Bidder shall not assign or transfer this contract or part thereof to any other person without written consent of the Competent Authority of the university.
2. Bidder shall not without the written consent of Competent Authority of the university subcontract this contract or part thereof.
3. For the purpose of the liabilities under this tender, the Bidder will be considered as a solely liable to all the components of the tender and scope of the work.

## K. Award of Contract

The successful Bidder will be awarded the purchase order. Within **3 days** from the date of the purchase order the bidder will have to submit an **unconditional acceptance letter** and complete the job within the stipulated time.

## L. Jurisdiction

The court at Kolkata only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.



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## M. Bill of Materials for Items:

Sl. No.	Description	Quantity	Unit
1	Silver Medals with Silver Monogram at the centre	02	Nos.
2	Silver Medals with Gold plated Monogram at the centre	40	Nos.
3	Silver Casket	04	Nos.

\* Quantities shown above will be considered for comparison of offers of the bidders, however number of items in purchase order may vary (increase/decrease/not ordered).

## Other Terms and conditions:

- 1) **Quantities mentioned in the BOM will be considered for comparison of offers of the bidders, however the quantities may vary in the Purchase Order(s).**
- 2) Prices and other details should be quoted in the prescribed format in the specified place (all the columns must be filled-up), otherwise it is liable to be rejected.
- 3) It is **mandatory to quote for all the items** mentioned in the BOQ.
- 4) It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the university will be final in this regard.
- 5) Incomplete tenders will be summarily rejected.
- 6) Intended companies must have their operational offices in Kolkata for sales and support. Sub-contracting or tie-ups will not be allowed.
- 7) Last date for submission of quotations: **06/04/2016 till 2 p.m.**
- 8) Prices should be quoted in Indian Rupee inclusive of all taxes, packing, freight charges, delivery, installation & configuration at E.B. Campus, 56A, B.T. Road, Kolkata – 700050 and Jorasanko Campus, 6/4, Dwarkanath Tagore Lane, Kolkata of the university.
- 9) University reserves all the rights to reject any or all the quotation(s) without assigning any reason at any point of time.
- 10) University reserves all the rights to cancel this tender at any point of time without assigning any reason what-so-ever.
- 11) **All the supporting documents as per the above terms and conditions are mandatory and are required to be ink-signed and uploaded, failing which the tender may be rejected.**
- 12) All legal disputes shall be subject to Kolkata jurisdiction.



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## Annexure-I : Bidder's Information Format

S. No.	Required Information	Bidders Response
1	Name of the Firm /Company	
2	Year of establishment	
3	Type of Company ( Govt./PSU/Public Ltd./ Partnership/Proprietary)	
4	Contact Details: Address of registered office/Head Quarter	
	Contact person's Name	
	Designation	
	Phone Number(s)	
	Fax	
	E-mail	
5	PAN & TAN numbers and related details	
6	Service Tax Number & related details	
7	Credentials (Minimum 3 years' experience in preparation and supply of University Convocation Medals, Caskets etc.)	



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(Bidder's Signature with Seal)



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Annexure-II: Technical specifications of the items.

## 1. Silver Medals with Silver Monogram at the centre

Silver medals with monogram of the University at the centre on one side and inscription of the name of the candidate, the name of the Examination, etc. containing about 30 Bengali letters on the other side. Each medal will be of 4.5 cm. Diameter, monogram 1.5cm.X 1.5cm. and weight of the medal : 25 gm. Quantity: 02 Pcs. (Approx.)

## 2. Silver Medals with Gold plated Monogram at the centre

Silver medals with gold plated monogram of the University at the centre on one side and inscription of the name of the candidate, the name of the Examination, etc. containing about 26 Bengali letters on the other side. Each medal will be of 4.5 cm. Diameter, monogram 1.5cm.x 1.5cm. and weight of the medal : 25 gm. Quantity: 40 Pcs. (Approx.)

## 3. Silver Casket

Cylindrical Silver Casket with opening cap at both end measuring 14" (i. e. 35.56 cm) in length and  $1\frac{3}{4}$ " (i. e. 4.445 cm) in diameter, weighing 300 – 350 gm. of Silver and mounted in an acrylic box. The name of the University, Logo, year of convocation to be inscription on the casket. In addition, name of the recipients and etc. to be written on silver plate and be attached to the acrylic box. Quantity: 04 Pcs. (Approx.)