



**Re-Tender Document for supply of  
Gold Medal for Nagaland University,  
HQ Lumami.**

### **Tender schedule and Contact Details**

Tender Enquiry No :	NU/Ex-97/97 (Part-II)-02
Published Date / Bid Submission Start Date	05.08.2021
Bid Submission End Date	26.08.2021
Technical Bid Opening Date	30.08.2021
Financial Bid Opening Date	30.08.2021
<b>Contact Details:</b>	Office of the Controller of Examinations, Nagaland University, HQ Lumami. Email:coe@nagalanduniversity.ac.in

**NAGALAND**



**UNIVERSITY**

**NOTICE INVITING TENDER FOR SUPPLY OF GOLD MEDALS**

Nagaland University, HQ Lumami invites tender for supply of Gold Medals from Manufacturer/vendors/suppliers to participate in the competitive bidding process. For the detailed tender documents, interested bidder may visit our website [www.nagalanduniversity.ac.in](http://www.nagalanduniversity.ac.in).

The filled in tender must reach to the office of “The Controller of Examinations, Hq: Lumami, Nagaland University, PIN: 798627” on or before 26.08.2021 (4.00 pm). Any extension of tender, corrigendum or change in schedule will be published only on above mentioned website.

Ref : NU/Ex-97/97 (Part-II)-02

Date : 05.08.2021

Sd/-

**Controller of Examinations  
Nagaland University, Lumami**

Copy to :

1) System Administrator, Computer Centre, HQ: Lumami with a request to upload the said tender Notice in University Website.

# NAGALAND UNIVERSITY

## Instruction for filling of Tender

Nagaland University, HQ Lumami invites Tender for supply of Gold Medals from Manufacturer, reputed Suppliers. The details in this regard are given below.

1. Procedure to submit the tender: All eligible/interested tenderer are required to download tender documents. The vendors/supplier should submit in two bid system, viz, Technical Bid and Financial Bid.

2. Technical Bid: The technical bid shall contain the following documents. All the documents must be valid and self-attested by bidder. Non-submission of following requested documents may lead to rejection of bids.

Sl. No.	Name of Document
1.	Information of the bidder as per Annexure – II (The same should be submitted on letter head of the bidder)
2.	Certificate of incorporation of company issued.
3.	Copy of GST registration certificate.
4.	Copy of PAN Card.
5.	Copies of Income tax return filed during last three financial years.
6.	Copies of SSI/NSIC registration certificate. In case of claim of Exemption in payment of Tender Fees/EMD.
7.	Proof of annual turnover for the last three financial year as per Annexure
8.	List of clients to whom the Gold Medal supplied mentioning the name, address, landline No./Mobile No, of the clients with quantity and date of supply. Copies of supply/work order should be uploaded.
9.	An affidavit that the bidder has never been black listed by any government department/government under taking or any other agency as per Annexure
10.	Bidder's Declaration on letter head (as per Annexure-).
11.	Full set of tender documents with seal and signature of bidder or his authorised representative on each page of the tender.

3. Financial Bid: The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified.

4. The detail technical specifications of gold medals are provided in the tender documents.

5. Bidder may be invited for discussion in the University, if needed/required.

6. The Bidders are strictly advised to follow the dates and times allocated to each stage.

7. University reserves the right for change in the number of items to be maintained in Schedule.

8. The University reserves the right to decide whether to open or not open the Financial Bid of

the supplier and no objection of any supplier shall be entertained on any ground what so ever it may be regarding this.

9. No Bid shall be accepted without payment by earnest money deposit and cost of the tender.

10. The rate quoted in should be inclusive of all taxes, making charges, box, ribbon, etc.

11. The rate should be offered for only the item as mentioned in the Schedule.

12. The rates quoted for the quantity other than specifications specified in the tender form shall not be considered for comparison of rate.

13. The University is not bound to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason thereof.

14. Tender application must be submitted along with Sample (Dummy) of the 'Medal' and 'Box'.

**Controller of Examinations**

**Nagaland University, Lumami**

# NAGALAND UNIVERSITY

## General Terms and Conditions of the tender:

- 1) The tender is called from Manufacturer/reputed suppliers to supply Gold Medals.
- 2) Bidders are compulsorily required to submit all documents as mentioned in Annexure. If bidder fails to do so the financial bid of such bidder may not be considered/opened.
- 3) Cost of Tender: Bidders are required to pay Rs. 2000/- (Rupees two thousand) in the form of DD/bankers cheque in favour of Nagaland University, Lumami as non-refundable tender fee.
- 4) Bid Security/Earnest Money Deposit: The Bidders should fill up and sign the 'Bid Securing Declaration' form attached at Annexure - V
- 5) Performance Security: Successful bidder should submit the Performance security of five (5)% of the total contract value in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank or Online Payment.
- 6) University reserves the right to cancel the purchase order in case tenderer fails to supply gold medals within the stipulated time given in the order. The University reserves the right to go for the next lowest tenderer or other appropriate action will be taken.
- 7) The University is liable to reject any Conditional Tender.
- 8) The rates quoted should be F.O.R. the Nagaland University Campus, HQ Lumami. The rate quoted by the bidder should be inclusive of all the taxes, making charges, cost of box, ribbons, etc.
- 9) 100 % payment shall ordinarily be made within 30 days after satisfactory supply of gold medals. The payment will be made through online mode only.
- 10) The Nagaland University is not bound to accept the lowest and reserves the right to accept any tender or to reject or all tenders without assigning any reasons whatsoever.
- 11) Tender offer must be valid for a period of minimum 120 days from the date of opening of technical/financial bid. Any offer failing short of the validity period is liable for rejection.
- 12) The Court at Nagaland alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Nagaland Court shall have Jurisdiction in the matter.
- 13) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 14) The University reserves the right to delete/increase/decrease items from the schedule of requirement specified in the tender.
- 15) The rates are inclusive of cost of velvet boxes, ribbons and packing charges.

- 16) The University's Examination Department will provide all kinds of specifications for the medal.
- 17) List of gold medal recipients will also be provided by University's Examination Department.
- 18) Testing report of any Governmental Laboratory may be required along with the invoice.

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# NAGALAND UNIVERSITY

## (Technical Specification of Medal)

Sl. No.	Particular / Specification
1.	The medals will have to be made with silver electroplated by gold.
2.	The size of the medal will be approximately 1.75 inches in diameter and Electroplated Gold coin shall preferably be 1 inch in diameter. All the Silver parts of the Medal should be Gold polished/Coloured.
3.	The quantity of Gold should be 3.0 grams (18 carats) and silver 30.0 gram with purity 99 percent.
4.	The Gold and silver should be with BIS Hallmark.
5.	The Electroplated Gold coin shall be on the front side of the medal only and should be embossed with University logo and the whole back side shall be Silver, Where the Name of Awardees, Course, year of exam and University Logo shall be featured.
6.	The quality/quantity of gold and silver in the medal, if varied, must be clearly mentioned in the price quotation.
7.	The medal should be packed in a Velvet Wooden Box (L-8cm, B-8cm, H-3cm) with the medal cavity of precision cutting and the ribbon cavity of precision cutting inside box.
8.	The University logo should be embossed on the top and Name Plate on the side of the box.

**Signature & Seal of the Tenderer**





# NAGALAND UNIVERSITY

## INFORMATION OF THE BIDDER

Sl. No.	Particulars	
1.	Name of the Company/Organization/Firm	
2.	Registered office Address, Telephone No. and Email ID	
3.	Correspondence/Contact Address. Details of Contact Person Name, Designation, Address, Mobile No & E-mail ID	
4.	Type of the Organization (Proprietary/Partnership/Pvt. Ltd./PSU/Govt./Public Ltd.) certified copy in respect of registration must be enclosed	
5.	Year of establishment and Experience in business (in number of years)	
6.	Annual Turnover – <div style="text-align: center;">2017-18 2018-19 2019-20</div> (Certified copies of Annual Statement of Accounts, i.e., Balance Sheet & Profit Loss Account must be uploaded)	
7.	GST Registration No.	
8.	PAN Card No.	
9.	Details of Bank – Name of Bank Account Type of Account Account Number IFSC Code MICR	

**Annexure-III**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover</b>
1.	2017-2018	
2.	2018-2019	
3.	2019-2020	

**Seal & Signature of the  
Chartered Accountants**

**Seal & Signature of the  
bidder authorized representative**

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART  
IN TENDER**

*(To be executed & attested by Public Notary/Executive Magistrate on Rs. 20/- Non Judicial  
Stamp paper by the bidder)*

I / We \_\_\_\_\_ Manufacturer / Partner(s) / Authorised  
Distributor / agent of M/s. \_\_\_\_\_ hereby declare  
that the firm / company namely M/s. \_\_\_\_\_ has  
not been blacklisted or debarred in the past by Union / State Government or by any other  
organization from taking part in tenders in India.

**Or**

I / We \_\_\_\_\_ Manufacture / Partner(s) / Authorised Distributor /  
agent of M/s \_\_\_\_\_ was blacklisted or debarred by Union / State  
Government or any Organization from taking parts in tenders for a period of  
\_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The  
period is over on \_\_\_\_\_ and now the firm/company is entitled to take  
part in tenders.

In case the above information found false I / we are fully aware that the tender/contract  
will be rejected/cancelled by the University and EMD/SD shall be forfeited. In addition to the  
above, the University will not be responsible to pay the bills for any completed/partially  
completed work.

DEPONENT

Name \_\_\_\_\_

Address \_\_\_\_\_

**Attested :**

**(Public Notary / Executive Magistrate)**

**BID SECURING DECLARATION FORM**

**(The Bidder shall fill in this form in accordance with the instructions indicated)**

**To**  
**NAGALAND UNIVERSITY, LUMAMI**  
**PIN: 789627**

Ref: Tender Document No. & Date: \_\_\_\_\_

I/We, The Undersigned declare that, I/We accept to automatically be suspended from being eligible for bidding in any contract in Nagaland University, for a period of three years from the date of opening of Bid if :

1. I/ We fail or refuse to furnish the performance security in accordance with the conditions of the tender document of tender no & date: \_\_\_\_\_

**OR**

2. I/We failed or refuse to sign the contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

For & on behalf of M/S \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Name: \_\_\_\_\_

**BIDDER'S DECLARATION**

**Tender Documents for Gold Medals**

Ref. No. :

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/technical bid are not more than the rate charged to any other Institution/Department/Organization.

**Signature :** \_\_\_\_\_

**Name of Signatory :** \_\_\_\_\_

**Seal of the Bidder**