

**TENDER DOCUMENT**

**FOR**

**SUPPLY OF GOLD MEDALS**

**Purchase Section  
University of Kashmir**

**Hazratbal, Srinagar,  
J&K-190006**

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# UNIVERSITY OF KASHMIR

## (Purchase Section)

NAAC ACCREDITED GRADE "A"

**Notice Inviting Tender NO:E\_01\_OF\_2021-22**  
**D A T E D :- 14-08-2021**

For and on behalf of the University of Kashmir, **e-tenders** are invited in two bid system from reputed manufacturer/authorized dealers/suppliers for supply of below mentioned item.

S.No.	Name of supply	Earnest Money Deposit	Cost of tender document fee (Non-refundable)	Time of Completion
1)	Supply of "Gold Medals"	Rs.50,000.00	Rs.1000.00	03 days.

The bid/tender document consisting of qualifying information, eligibility criteria, specifications, bill of quantities (B.O.Q), terms & conditions and other details can be viewed /downloaded from website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per the schedule given below:

S.No.	Particulars	Date & Time
1	Date of Issuance of Tender Notice	14-08-2021
2	Date of downloading bid documents	15-08-2021 from 10:00 AM
3	Bid submission Start Date	15-08-2021 from 02:00 PM
4	Bid Submission End Date	21-08-2021 upto 12:00 PM
5	Last date for submission of Hard copies	21-08-2021 upto 2:00 PM
6	Date & time of opening of Technical Bid	21-08-2021 at 4.00 PM or next working day, in the office chamber of the Registrar University of Kashmir.
7	Date & time of opening of Financial Bid	To be notified after Technical bid evaluation.
8.	Tender Opening Authority	
9.	<b>List of Documents to be uploaded:-</b> 1) Scanned copy of tender document fee in the shape of Demand Draft. 2) Scanned copy of EMD the shape of F.D.R 3) Scanned copy of Valid GST Registration /Pan Card 4) Scanned copy of Certificate of Registration of OEM/ Authorization letter in case of authorized Dealer.	

1. The bids shall be deposited in electronic format on the departmental website [www.jktenders.gov.in](http://www.jktenders.gov.in) upto said bidding schedule with Digital Signature and no bid will be accepted in physical form.
2. **The opening authority reserves the right to accept or reject all tenders or any tender in part or whole without assigning any reasons thereof.**
3. The bids for the supply shall remain valid for a period of 180 days from the date of opening of tech. bids.
4. The bidders have to upload scanned copy of all necessary documents as mentioned in the bid/tender document. The Hard Copy of Technical bid as well as checklist of required documents in a sealed envelope super-scribed "**tender for supply of "Gold Medals"**" must reach office of the Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before **21-August-2021 upto 2.00 PM**. Tender incomplete in any respect will not be accepted.

Sd/-  
Assistant Registrar  
(Purchase)

**No.F (Gold Medals)-Pur)KU/2021**

**Dated: 14-08-2021**

Copy to:

1. Chairman, Publicity, Printing and Purchase Committee.
2. Joint Registrar (General Adm./Purchases),
3. Director IT&SS for further necessary action
4. Chief Accounts Officer for information;
5. PA to Registrar with the request to keep the Tender box available.
6. PRO with the request to get the notice published in three prominent local dailies,
7. File.

## Specification

S.No.	Specification of the Supply	Quantity
1	Silver Medal with 22 carat Gold Plate of Purity- 99.5%, Dia – 2" Weight -29gm with Eng. +Velvet Dibbi	Minimum 500 Nos.

## General Terms & Conditions

### 1. Eligibility Criteria :

To participate in bidding process, the bidders are required to full fill conditions and should upload all the requisite documents mentioned below, failing which the bidders will not qualify for opening of their financial bid.

#### A) Cover Ist (Technical bid):-

- 1) Scanned copy of tender document fee in the shape of Demand Draft.
- 2) Scanned copy of EMD in the shape of F.D.R.
- 3) Scanned copy of Valid GST Registration /Pan Card & latest GST return.
- 4) Scanned copy of Certificate of Registration of OEM/ Authorization letter in case of authorized Dealer.

#### B) Cover IInd (Financial bid):-

- a. Will contain BOQ (Price bid) to be downloaded from the web site [www.jktenders.gov.in](http://www.jktenders.gov.in) and subsequently uploaded with rates duly filled up to the scheduled time & date as per given bidding schedule.

### 2. Instruction for bidders:-

- #### A) **Submission of Technical Bid:-** The bidders are required to submit the tender in the form as defined below:-

The **Envelope-A** shall contain **Technical Bid** and shall have the following documents/ certificates attached to it:

- (a) Tender Document fee in the shape of Demand Draft drawn in favour of Registrar, University of Kashmir , Hazratbal Srinagar J&K.
- (b) EMD in the form of fixed cash deposit receipt (FDR) drawn in favour of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K.
- (c) Valid GST Registration/Pan Card and latest GST Return.
- (d) Scanned copy of Certificate of Registration of OEM/ Authorization letter in case of authorized Dealer.

The **Envelope-B** shall contain the **Financial Bid**. The bidder must clearly mention **the specifications & price** of the item both in words as well as in figures. The price quoted must be inclusive of all taxes, charges, etc. The price quoted must be taped with a transparent tape and financial bid must be dully stamped & signed by the authorized representative of the firm.

Both the sealed envelopes i.e **Envelope-A** and **Envelope-B** shall carry the signature of the authorized person, name and address of the bidder/firm and both the sealed envelopes shall be kept in third big envelope and "**Tender for Supply of Gold Medal**" should be super-scribed on the top of the envelope as well as name and address of sender/firm on the bottom of envelope. The sealed envelope containing the Technical and Financial bid addressed to Registrar, University of Kashmir must reach his office by or before the last date as mentioned in the tender notice.

- B) All entries in the Tender shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C) Tender incomplete in any form will be rejected out rightly. Conditional Tenders will not be accepted.

- D) No Bidder will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.
- E) Each page of the technical & financial bid must be signed by the authorized representative. The financial bid & technical bid received without the signature of authorized person/representative will **not** be entertained and will be rejected summarily.
- F) The rates quoted in financial bid shall be in Indian currency and must be mentioned both in words as well as in figures.
- G) Dispute, if any arising out of the supply shall be subject to the jurisdiction of Srinagar Courts only.
- H) No advance payment shall be made.
- I) The Successful bidder shall attach/enclosed certificate of purity with the deliverance of supply.
- J) The Successful bidder must delivery supply within three days from the date of issuance of allotment order.

**K) Opening of Bid:**

- (a) The Technical Bids will be opened in the office of the Registrar, University of Kashmir, Srinagar. The bidder or their authorized representatives, who may wish so, can present themselves at the time of opening of technical bid.
- (b) The Technical bid will be evaluated by a Committee and will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder/s shall be opened later on. The bidder or their authorized representatives, who may wish so, can present themselves at the time of opening of financial bid. The date of opening of Financial Bid will be notified separately.
- J) **Right of Acceptance/Rejection:-** The Registrar, University of Kashmir, Srinagar reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
- K) **Validity of tender:-** The rate quoted in the financial bid for same quality and specification shall be valid for **One Year** from the date of issuance of **rate contract** which is extendable for further period of one year on the same rates, terms and conditions with mutual consent of both the parties.
- L) **Acceptance of Bid:-** The successful bidder shall give its acceptance within specified time from the date of finalization of tender & is required to enter into an agreement with University of Kashmir. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.

**M) Signing of Tender:-**

- (a) The tender is liable to be rejected if complete information is not given therein or if the particulars are not clearly mentioned.
- (b) Individuals signing tender or other documents connected with the contract must specify:
  - (i) Whether signing as a Sole Proprietor of the firm or his Attorney?
  - (ii) Whether signing as a Registered Active Partner of the firm or his Attorney?
  - (iii) Whether signing as authorized dealer.

**N) DELIVERY TERMS:**

- (a) **Time and date of delivery:** The essence of contract: - The time for and the date of delivery of the stores/date of execution of work shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified in the supply order, which is usually 03 days from the date of issuance of work/supply order. The delivery of the stores/execution of work/providing the services etc. are required within a period as specified in the purchase order and at the place mentioned therein. However, the time allowed for execution of order shall be governed by the stipulated time mentioned on the purchase order.
- (b) The bidder shall deliver the stores/execute the work at the destination/space defined in the purchase/supply order.
- (c) When a purchase/supply order is placed to the successful bidder, he shall have to acknowledge the receipt of the said order.

- (d) In case the University of Kashmir does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply.
- (e) The University is not responsible for any loss to the bidder which may occur due to natural calamity like earth quake, fire, flood etc. and/or due to strikes.
- (f) The quantity of items mentioned in the tender notice is tentative. However, the quantity may vary as per actual requirement and the purchases will be made on need basis.
- (g) **Separate tender is to be submitted for each item.**

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## **(2) Terms & Conditions for Gold Medals.**

1. The tender shall be accompanied with Demand Draft of Rs.1000/- (one thousand only) as tender document fee and FDR of Rupees Rs.50,000/- ( fifty thousand only) as Earnest Money Deposit.
2. In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall be competent to impose additional penalty on the Bidder.

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**(ii) Tender Application Form for supply of Gold Medals**

1. Name of the Firm: .....
2. Full Postal Address:.....
3. Mobile No. ....
4. Telephone No. ....
5. Fax No.....
6. E.mail Id:.....
7. Date of Establishment of Firm.....
8. Registration No. of Firm:.....
9. PAN No.:.....
10. GST Registration No(if applicable):.....
11. Is your firm participating as Principal Manufacturer or Authorized dealer/Supplier:.....
12. Any other information which you consider necessary to furnish:  
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13. The total number of pages attached with Technical bid are  
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### Compliance Sheet

<b>S.No.</b>	<b>Name of the Item</b>	<b>Specification</b>	<b>Is the item to be supplied as per the specifications as mentioned in Annexure-A (Yes or No)</b>	<b>Remarks, if any.</b>
<b>01.</b>	<b>Gold Medal</b>			

## UNDERTAKING

- g) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
- h) The rates quoted by me are valid and binding upon me for the entire period of contract.
- i) The earnest money of **Rs.50,000/-** has been deposited by me and is enclosed herewith vide FDR No.....dated..... drawn on bank.....Branch.....
- j) I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period, if I qualify in the tendering process.
- k) I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document or if the item supplied is not as per specifications mentioned in the tender document.

Signature & Stamp of the bidder (authorized person can only sign):-.....

Full Name & Address of Firm:.....