



OFFICE OF THE REGISTRAR

Ref. No: F69.V2/REG/0010-23

Date: 03.01.2023

NOTICE INVITING E-TENDER

E-Tender is invited, by the Registrar, Cooch Behar Panchanan Barma University, for Procurement of Gold Medals, Silver Medals and other Mementos for Academic awards.

Sl. No.	Particulars	QTY (Approx.)
1	GOLD MEDALS (with University Logo) [Silver Medal wg. 32 gms (50 mm dia) Fully Gold plated with Medal Case & Ribbon.]	132
2	SILVER MEDALS (with University Logo) [Silver Medal wg. 32 gms (50 mm dia) with Medal Case & Ribbon.]	142
3	SPECIAL MEMENTO [Silver Oval Memento weight 120 -125 gms (9"/6") Affix University Logo with Engraving & Set in a Fancy Acrylic Box]	01
4	MEMENTO [Silver Oval Memento Weight 95-100 GM's (8"/5") Affix University Logo with Engraving & Set in a Fancy Acrylic Box]	10

1. Amount should be quoted including Gold, Silver Valuation, Making Charge, Gold Polish Charge, Letter Engraving Charge, Logo Affixing Charge, and carrying Charge be included.
2. Medals are to be delivered to the University premises (Cooch Behar Panchanan Barma University, Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India) on or before 3rd week of the month of January, 2023.

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: https://wbtenders.gov.in	03.01.2023
2	Documents download (Online)	04.01.2023 (from 09.00 a.m.)
3	Bid Submission Start Date(Online)	04.01.2023 (from 09.00 a.m.)
4	Bid Submission Closing Date (Online)	14.01.2023 (up to 11.00 a.m.)
5	Bid Opening Date (Online) – Technical Bid	16.01.2023 (from 11.00 a.m.)
6	Date of uploading list for technically qualified bidder (Online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. INTRODUCTION

In the event of e-tendering, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in/> indirectly with the help of Digital Signature Certificate (DSC) or from the Cooch Behar Panchanan Barma University website www.cbpbu.ac.in.



OFFICE OF THE REGISTRAR

2. Scope of Work

- 2.1 The Contract shall be valid for a period of one year from the date of issue of first Purchase Order and no upward revision will be allowed during the period of contract.
- 2.2 The technical bids shall be opened online on the scheduled date and time and the samples of Gold Plate Medal /Silver Medal submitted by the bidders along with their technical bid shall be technically verified.

3. TERMS & CONDITIONS

- 3.1 All Gold Plated Silver Medal and Silver Medal shall be supplied within stipulated time.
- 3.2 The quantity mentioned in the tender document may vary depending upon requirement. The University will place Purchase Orders from time to time depending upon operational requirements at the approved rate(s).
- 3.3 Rate should be quoted including all taxes, charges i.e. freight, labour, engraving, transportation and other rates.
- 3.4 The University reserves the right to extend the time lines for delivery of medals & decision taken by the University shall be abiding on the bidder.
- 3.5 All the medals are to be supplied at Cooch Behar Panchanan Barma University, Panchanan Nagar, Cooch Behar - 736101 in boxes having quantity as specified and mentioning the type of medal each box contains.
- 3.6 Prior to the acceptance of the bid, the University reserves the right to call for samples or demonstrations and the contractor will be liable to supply the samples or give the demonstration free of cost, which will be sent for testing at its chosen lab which shall not be objected by bidder.
- 3.7 The Bidder will be responsible to make all arrangement to ensure complete security and secrecy with regard to the safe custody and timely supply of the medals to the University.
- 3.8 The University will not be responsible in case of any loss of medals while in transit.
- 3.9 A Penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the medals will be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit will also be forfeited in addition to the penalty.
- 3.10 Tax shall be deducted as applicable as per rules on all bills.

4. TECHNICAL AND QUALIFYING CRITERIA

- 4.1 The bidder should have been in the business of Supply of Gold Plated Silver Medal and Silver Medal at least from last two years or more. **(A scanned certificate from the authorized signatory to be attached along with the technical bid) and above experience to supply in the Universities.**
- 4.2 The Bidder should have undertaken and successfully completed Two similar or related Work Order each of value of at least **Rs. 4 lakhs** of different Government Department/PSU/Company incorporated under the act/University/Institutions etc. in last two years **(Scanned copy must be attached with the technical bid)**
- 4.3 Copies of GST Registration Certificate, PAN certificate and last I Tax Return Acknowledgement have to be attached with Bid. **(Scanned copy must be attached with the technical bid)**



OFFICE OF THE REGISTRAR

- 4.4 The bidder shall indicate the complete address of the firm with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. **(Scanned copy must be attached with the technical bid)**
- 4.5 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last two years. **(Scanned copy must be attached with the technical bid)**
- 4.6 A tender acceptance letter must be attached alongwith the technical bid as per **Annexure-IV**.
5. **BID SUBMISSION**
 - 5.1 “Technical Bid” shall comprise of all documents as per **Annexure-I**.
 - 5.2 “Financial Bid” shall comprise of the price bids of the items included in
 - 5.3 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
 - 5.4 Conditional tenders will not be accepted.
 - 5.5 Manual bids shall not be accepted.
 - 5.6 Bids shall be submitted online only at WB Tender portal: <https://wbtenders.gov.in/>
 - 5.7 Bidder are advised to follow the instructions provided in the ‘Instructions to the bidder for the e-submission of the bids online through WB Tender Portal for e-procurement at <https://wbtenders.gov.in/>
 - 5.8 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
 - 5.9 Bidder who has downloaded the tender from the University website www.cbpbu.ac.in and West Bengal Procurement Portal <https://wbtenders.gov.in/nicgep/app> , shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.
 - 5.10 Intending bidder are advised to visit again University website www.cbpbu.ac.in and WB Tender Portal <https://wbtenders.gov.in/nicgep/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. **OPENING OF FINANCIAL BID AND EVALUATION**

Financial bid of only eligible and technically qualified bidder will be opened. The lowest financial bid in respect of each category/brand of medals will be considered separately for the award of work as per terms and condition.
7. **FINAL DECISION MAKING AUTHORITY**

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).
8. **SUMMARY REJECTION OF TENDER:**

The tenders not accompanied by Tender Fee Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of



OFFICE OF THE REGISTRAR

tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

9. AMENDMENT OF TENDER DOCUMENT:

9.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

9.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.cbpbu.ac.in) and Wb Tender portal <https://wbtenders.gov.in/nicgep/app> Prospective bidders must visit the website before filling and submission of Tender Document for such information.

10. PERFORMANCE BANK GUARANTEE:

10.1 The Performance Bank Guarantee of 5% of the total tendered value shall be deposited by the successful tenderer within the 10 days after issuance the letter of intent/purchase order. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, Cooch Behar Panchanan Barma University", payable at Cooch Behar with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (16 months validity)
- ii. Bank Guarantee (As per **Annexure-III**) (16 months validity)

10.2 The Performance Guarantee will be refunded without any interest after the completion of period.

10.3 In case of non-submission of Performance Bank Guarantee within specified time, the earnest money will be forfeited and the University may consider to blacklist the bidder.

10.4 **FORCE MAJEURE:** The second party, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of insurrection shall give notice to other party within 30 days of the occurrence of such incident that on account of the above event the notifying party. Has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided hereinabove.

11. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any



OFFICE OF THE REGISTRAR

other person as approved by the Vice- Chancellor, Cooch Behar Panchanan Barma University. There will be no objection for to such appointment on the found that the arbitrator is an Employee of Cooch Behar Panchanan Barma University or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as Cooch Behar Panchanan Barma University Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Kolkata with its jurisdiction of courts at Kolkata.

- 12. TAXES AND DUTIES:** The GST taxes and duties should be quoted separately be mentioned in the bid. In the event of an increase in taxes/duties, the extra Liability on account of these taxes shall be borne by Cooch Behar Panchanan Barma University. Similarly in the and clearly. The terms such GST as Taxes and duties as applicable or at actual should not event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to Cooch Behar Panchanan Barma University.

13. TERMS OF PAYMENT

- 13.1 PAYMENT MODE:** Payment will be made to the bidder against the Bill by ways of ECS/RTGS after deducting the TDS as applicable.

[Tender Fee: Rs.2,000/- (Rupees Two Thousand Only) and Earnest Money Rs. 10,000/- to be Deposited at the time of Submitting the bid in favour of Cooch Behar Panchanan Barma University, Savings Account Number: 32741316141, IFSC Code: SBIN0000058]

Sd/-

Registrar

Cooch Behar Panchanan Barma University

Panchanan Nagar, Vivekananda Street

Cooch Behar – 736101, West Bengal



OFFICE OF THE REGISTRAR

Annexure-I

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. The number of years of experience in the business. _____
5. (a) Registration Number _____
(b) GST Number _____
(c) PAN Number _____

6. Whether owned/rented.

7. Bank details:

8. Confirm the Attachment: -

S. No.	Document	Whether attached	Page No.
1.	Whether the firm is in existence for two years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Attach the copies of two similar or related Work Order each of value of at least Rs. 4 lakhs.	Yes/ No	
3.	Copy of I Tax Return Acknowledgement , GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Attach the copy of complete address of the Company Office Along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Attach a letter that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University in India in last two years.	Yes/ No	
6.	Attach tender acceptance letter.	Yes/ No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

Authorized Signature
with Seal of Company

Bank Guarantee Bond

1. In consideration of the Cooch Behar Panchanan Barma University (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, Cooch Behar Panchanan Barma University , on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for----- (indicate the name of the Bank)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _ to _ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking/University of India in last 3 years.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)