



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, Ghatikia, P.O.-Mahalaxmi Vihar
BHUBANESWAR-751029 ODISHA, INDIA

Tender Notice No. OUTR/Convocation/Medal/2025-26/33

Date : 23/12/2025

TENDER CALL NOTICE

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders under two bid systems from reputed Manufacturer/Registered firms/ Suppliers/Agencies/Dealers/S.S.I. Units for the **supply of Gold Medals for Academic Awards (3rd Convocation) for the year 2025 Pass out students of OUTR, Bhubaneswar.**, details of which are available through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The tenderers must possess valid up-to-date GST /income tax clearance etc. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post/Courier/Hand delivery only before last date of submission addressing to The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time.** The last date, time of uploading of Tender documents is **02/01/2026 up to 6.00 PM** and will be opened on **03/01/2026 at 11:00 AM.**

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website and e-procurement Odisha portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

Tender No. OUTR/Convocation/Medal/2025-26/33

Dated. 23.12.2025

**TENDER DOCUMENT FOR PROCUREMENT OF GOLD MEDALS
FOR ACADEMIC AWARDS (3rd CONVOCATION) FOR THE YEAR 2025
PASS OUT STUDENTS**



**ODISHA UNIVERSITY OF TECHNOLOGY AND
RESEARCH**

**Techno Campus, P.O.: Mahalaxmivihar,
BHUBANESWAR -751029, INDIA**

NOTICE INVITING TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites online tenders in two bid system from reputed Manufacturer/Registered firms/Suppliers/Agencies/Dealer/ S.S.I. Units for supply of **Gold medals with dies** for the academic award (3rd Convocation) for the year 2025 Pass out students at **OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

- Submission of a proposal in response to this notice shall be deemed to have done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/Convocation/Dress/2025-26/33 Date: 23/12/2025
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	23/12/2025, 6.00 p.m. to 02/01/2026, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs.1,000/- (Rupees One thousand only) Demand Draft to be drawn in favour of “(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)”
4	Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order/Banker’s Cheque. The bid security is exempted to the MSE bidders. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 14,000/- (Rupees Fourteen thousand) only in shape of Demand Draft to be drawn in favour of “(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)”
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing	23/12/2025 at 6.00 p.m.
7	Document downloaded start date	24/12/2025 from 10.00 a.m.
8	Last date & time for uploading of tender	02/01/2026 up to 6.00 p.m.
9	Date & time of opening of Technical Bid	03/01/2026 at 11.00 a.m.
10	Date & time of opening of Financial Bid	To be intimated later through e-tender portal to the technically qualified bidders.
11	Validity of Tender	120 days from the date of opening of technical bid.
12	Delivery	Within 07 days from the date of purchase Order
13	Pre bid meeting	No
14	For any query please contact	Prof. Neelakantha Guru Phone No- 9658342905 Email:- neelakanthaguru@outr.ac.in
15	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enrol on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “Online Bidder enrolment”. Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area

while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.5 The offer must be submitted in Two Bid – Two Cover only though uploading in the e procurement Portal, before the last date & time for bid submission.

2.6.6 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

a) Scan copy of EMD and Tender cost Details (Original Instrument shall be sent to Tender Issuing Authority)

b) Technical Bid & Bidder’s details.

c) All relevant documents to be submitted as per NIT, Check list Annexure and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

Price Bid. (in BoQ Ms-Excel format, as per Annexure)

2.6.7 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.8 Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank.

2.6.9) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered/Hand delivery to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with

the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.10) The bidders shall download the pre bid clarification if any and upload the same (scanned copy) duly signed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.11) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.12) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.13) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.14) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.15) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.16) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.17) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal(URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents.

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1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The Bidder should be a body corporate incorporated in India under the Companies Act, 1956 or 2013 Or Partnership firm, registered under Partnership Act 1932 Or Registered Proprietorship. The Bidder shall be registered legal entity under relevant act and a copy of each of registrations shall be attached with the bids.
2. The bidder must be a reputed Manufacturer/Registered firms/ Suppliers/Agencies/Dealers.
3. If the bidder is an Authorized Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
4. Minimum **Three (3)** years' experience in the field of supply of medals to the reputed educational institutes/Universities.
5. Registration Certificate/Certificate of incorporation, if any, including the certificate of MSME/NSIC/Other for EMD Exemption.
6. Bidder should have valid GST registration certificate dealing in Gold or/and Silver medals/products.
7. Bidder should have Permanent Account Number (PAN); Income Tax Return for last three financial year ending on 31st March 2025.
8. Bidder should not have been black listed / Debarred by any Government Department, Organization, Agency, Authority or any Public Sector Undertaking owned by the Government during the last three years as on the date for Bid submission
9. The bidder must provide evidence of successful execution of supply orders in reputed organizations. Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State Universities etc.

Instructions to Bidders :

2. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

2.1 Tender Cost (non-refundable) of Rs. 1,000/- (Rupees One thousand only) and EMD / Bid Security (refundable) of Rs. 14,000.00 (Rupees Fourteen thousand only) in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.

2.2 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30th day after the award of contract to successful bidder.

2.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) **are exempted categories from payment of EMD provided that benefit of EMD exemption will be given only to the manufacturers for the respective goods and service providers respective service. Any trader including authorised dealer of OEM submitting MSME certificate will not be considered under MSE category for this bid and the benefit will not be applicable to such firms.** The bidder has to submit the Bid Security Form as per the Annexure.

2.4 EMD and Tender Fee should reach physically through speed post / courier/hand delivery, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar, **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of submission.

2.5 The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.

2.6 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.

2.7 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to forfeiture.

3. **AMENDMENT TO BID DOCUMENTS :**

At any time prior to the date of submission of bid, OUTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University's website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>.** Prospective bidders are advised to check the both the website every now and then for any amendment / corrigendum.

4. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.

5. **Validity of Tender :** The prospective bidders should keep their offers valid up to 120 days from the date of tender opening.

6. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

7. The date and time of opening of the Financial bids of the technically qualified bidders shall be intimated well in advance.

8. **A. Submission of Bidding documents**

The tender is to be submitted electronically in two separate **Cover No.1 (Cover A) and Cover No. 2 (Cover B)** and contents as indicated below:

INSTRUCTIONS

1. Bidders must submit their digitally signed bids in first Cover contains the following documents:

A. Cover 1 Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. Qualification documents :
Such as :

- > Bid Securing Declaration Form for as per the Annexure
- > Copies of your Income Tax return (last three years 2022-23, 2023-24, 2024-25) and copy of PAN
- > Firm Registration & GST Registration certificate
- > Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State Universities etc.,
- > Criminal Liability Form
- > All other documents as per attached Annexures (I to VII Except Price BoQ)

B. Cover 2

Price Bid. (In Second Envelop in BoQ Ms-Excel format.)

2. Bill of Quantities with rates duly filled in are to be uploaded in the format provided online after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet. in the name of "Financial Bid".

3. The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

9. CLARIFICATION OF BIDS : In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

10. BID PRICES :

10.1 The bidder shall give FOR destination price, inclusive of all Taxes for supply of **Gold Medal** alongwith Velvet Ribbon etc. to OUTR. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover.

10.2 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

10.3 Bidder has to give the individual certificate of each gold medal in duplicate/triplicate regarding the proportion (i.e. quantity) of silver and gold used for making gold medals and their purity.

11. Late Bids: The e-Procurement system would not allow any late submission of bids after due date and time as per server system. After electronic online proposal submission, the system generates a unique identification number which is time stamped. This shall be treated as acknowledgement of the proposal submission

12. Payments:

The payment for the supply of items will be made to the firm within 30 days of the receipt of materials subject to the inspection of materials by the OTR Indenter. No advance payment will be made for the supplies. No Bill for part payment will normally be entertained. No payment will be made for unsatisfactory supply.

13. Liquidated Damage : The Liquidated Damages shall be levied, for delay in supply beyond the contractual delivery date at the rate 1% per month of delay or part thereof on delayed supply of goods and until actual delivery or performance subject to a maximum of 05% of the value of delayed stores.

GENERAL TERMS AND CONDITIONS:

14. BID EVALUATION PROCEDURES

Technical bids will be opened and downloaded on the specified date & time by authorised officials. The downloaded tender documents will be evaluated by the Tender Evaluation Committee duly constituted by the competent authority of OTR Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

14.2 Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee with intimation well in advance through e-tender portal.

15. CLARIFICATION ON TECHNICAL BID EVALUATION

15.1 Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.

15.2 If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.

15.3 University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

16. FINANCIAL BID PROCEDURE & EVALUATION

1. The financial bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders in advance through e-tender portal.
2. Tender for this contract will be assessed in accordance with Least Cost Selection i.e L1 system. The bidder who has quoted overall lowest will be awarded the contract.

17. AWARD OF CONTRACT :

1. OUTF Bhubaneswar shall award the contract to the Bidder(s) whose Bid(s) has been determined to be substantively responsive, eligible and qualified, technically suitable and who has offered the lowest evaluated bid price as per evaluation criteria.
2. The Financial bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest evaluated bidder.
18. **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.
19. **Performance Guarantee** : The EMD amount will be converted as Performance Guarantee and shall guarantee that,
 - a) The Vendor guarantees satisfactory delivery as per the specification .
 - b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
20. **Delivery** :
 - a. Delivery 7 Days from the date of Purchase Order.
 - b. The items, so supplied will have to be of high quality and grade as per the specification and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Contract of the firm may be cancelled. Delayed supply/non- compliance of complete order may also lead to cancellation of Contract.
21. **FORCE MAJEURE** : Force Majeure will be accepted on adequate proof thereof.
22. **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
 - (b) Any dispute arising out of this purchase shall be referred to the decision of Vice Chancellor, OUTF. The decision of Vice Chancellor shall be final and binding.

Technical Specifications of Medal

Sl. No.	Item	Specification	Unit Gram	Quantity
01	Gold Medal	The medals will have to made with Silver electroplated with Gold in round. The size of the medal will 30 mm diameter, 22 carat Gold covering (_ * _) gm gold on 12 gm pure silver and Velvet Ribbon of 01 meter length printed with OUTR, Bhubaneswar. One side of medal (side-1)-Name of the University and logo to be engraved, other side of medal (side-2)-student name, programme (branch) and year of passing. There shall be provision (suspending ring) for putting ribbon in the medal.	*01 gm	37 (Approx)
			*03 gm	
	Front side to be engraved as shown		Back side	Student Name : Year of Passing: Programme (Branch) :

The list of Gold Medalist recipients and Donor list shall be provided by the University.

The quantity is tentative which may be changed at the time of placement of order.

ANNEXURE – I

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that :

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid' 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 Bid documents from Page No. _____ to _____ (including all documents like annexure(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 university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. 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 university 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 sincerely,

Authorized signatory of the Bidder
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)
Full name and designation
With seal

ANNEXURE – II

(PRE-QUALIFICATION/ELIGIBILITY)**PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:**

1.	Name of Organization/Firm/Company	
2.	Address & Telephone Number (Furnish address proof)	
3.	Year of establishment must be in similar business for minimum 03 years from the date of submission of BID.	
4.	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5.	Name & Mobile Number of Directors/Partners/Proprietor	
6.	Registration with GST, mention number & date. Furnish copies of GST registration certificate alongwith uptodate return.	
7.	Permanent Account Number (PAN) Furnish copy of PAN alongwith return of preceding three years.	
8.	Must have supplied Gold Medals to in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State Universities/Institutions or reputed Research Institutions etc. State or Central Government Institutions or reputed Educational or Research Institution and proof of such supplies should be produced	
9.	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
10	Detail of Bank A/c. : Name of the A/C Holder	
	A/C Number	
	Name of the Bank and Branch	
	IFS Code	

Place:

Date:

Name, Signature & Seal of Bidder

ANNEXURE – III

To be submitted in COVER B (Financial Bid)

Financial Proposal

FINANCIAL BID **(To be submitted in Cover-2)**

In Cover 2 : As per BoQ in Ms-Excel Format :

Sl. No.	Item Description	*Gram	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= B X A" Total Amount with out GST	"F= D x A" Total amount with GST
01	Gold Medal	*01 gm	gm	1					
		*03 gm	gm	1					

Signature:

For and on behalf of the Bidder

Name :

Seal:

Date:

Place :

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

CRIMINAL LIABILITY UNDERTAKING

(To be given on Company Letter Head)

Date:_____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I _____ aged _____ about _____
S/o.....Proprietor/ Partner/ Director of
M/s. _____ At: _____ Po: _____
_____, P.S: _____, Dist: _____ do solemnly pledge
and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature with Designation

ANNEXURE-VI

CHECKLIST FOR THE TENDERER

Supportive Documents must be enclosed for fulfilling Eligibility criteria, by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Registration Certificate/Certificate of incorporation, if any		
2	Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for bid exemption of MSE		
3	Tender Cost in shape of DD		
4	Registered with GST. Furnish the copy of GST registration certificate dealing in Gold or/and Silver medals/products.		
5	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
6	Must have supplied Mementos/Coins & Silver OR Gold Plates to State or Central Government Institutions or reputed Educational or Research Institution/ National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State Universities etc. and proof of such supplies should be produced with 3 years experience		
7	Criminal liability Form		

Place:

Date:

Name, Signature & Seal of Bidder