

**MAHARAJA AGRASEN COLLEGE, UNIVERSITY OF DELHI  
VASUNDHARA ENCLAVE, DELHI – 110096**



**PURCHASE OF SILVER MEDAL**

**E-TENDER DOCUMENT**



**MAHARAJA AGRASEN COLLEGE**  
UNIVERSITY OF DELHI  
VASUNDHARA ENCLAVE, DELHI-

75  
आज़ादी का  
अमृत महोत्सव  
110096



No. MAC/2023-24/ADMN/MEDAL/12

Dated: -

## NOTICE INVITING E-TENDER

### E-TENDER FOR PROVIDING SILVER MEDALS AT MAHARAJA AGRASEN COLLEGE, VASUNDHARA ENCLAVE, DELHI-110096

Tender No. MAC/2023-24/ADMN/MEDAL/12

#### Important Dates

Date of Publishing	-	06.04.2023
Bid Document Download Start Date	-	06.04.2023
Bid Submission Start Date (online)	-	06.04.2023
Bid Submission End Date (online)	-	20.04.2023
Date of Technical Bid Opening (online)	-	21.04.2023

EMD Amount of Rs. 10,000/- to be submitted in the form of NEFT/RTGS. The details of Account are as under: -

- Account No. 481701213
- IFSC: - IDIB000M102
- Bank Name: - INDIAN BANK
- Beneficiary: - Principal, Maharaja Agrasen College
- Manual bids shall not be accepted. The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
- The Competent Authority reserves the right to reject any or all the bids without assigning any reason thereof. The decision of the Competent Authority of the College shall be final and binding.

PRINCIPAL

## 1. Scope of Work

- 1.1 The rates quoted shall be valid for a period of 30 days from the date of issue of first Purchase Order and no upward revision will be allowed during the period of contract.
- 1.2 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.

## 2. TERMS & CONDITIONS

- 2.1 The quantity mentioned in the tender document may vary depending upon requirement. The College will place Purchase Orders from time to time depending upon operational requirements at the approved rate(s).
- 2.2 Rate should be quoted including all taxes, charges i.e. freight, labour, engraving, transportation and other rates.
- 2.3 Proportionate deduction on account of variations in specification/brand of the product shall be made from the bill of the bidder and in case of medals being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the tenderer & shall be replaced by the Tenderer at no extra cost.
- 2.4 All the medals are to be supplied at Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096 in separate boxes having quantity as specified
- 2.5 Prior to the acceptance of the bid, the College 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.
- 2.6 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 College.
- 2.7 The College will not be responsible in case of any loss of medals while in transit.
- 2.8 The Medal should be supplied within one week from the date of order.
- 2.9 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 due date, EMD/Security Deposit will also be forfeited in addition to the penalty.
- 2.10 Tax shall be deducted as applicable as per rules on all bills.

## 3. TECHNICAL AND QUALIFYING CRITERIA

- 3.1 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).**
- 3.2 The Bidder should have undertaken and successfully completed Two similar or related Work Order each of value of at least **Rs. 02 lakhs** of different Government

Department/PSU/Company incorporated under the act/College/Institutions etc. in last two years **(Scanned copy must be attached with the technical bid)**

- 3.3 Copies of Service Tax Registration certificate, GST Registration Certificate and PAN certificate have to be attached with Bid. **(Scanned copy must be attached with the technical bid)**
- 3.4 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)**
- 3.5 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/College in India in last two years. **(Scanned copy must be attached with the technical bid)**
- 3.6 A tender acceptance letter must be attached along with the technical bid as per **Annexure-III.**

#### **4. BID SUBMISSION**

- 4.1 "Technical Bid" shall comprise of all documents as per **Annexure-I.**
- 4.2 "Financial Bid" shall comprise of the price bids of the items included in **Annexure-II.**
- 4.3 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- 4.4 Conditional tenders will not be accepted.
- 4.5 Manual bids shall not be accepted.
- 4.6 Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 4.7 Bidder are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 4.8 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4.9 Bidder who has downloaded the tender from the College website [www.mac.du.ac.in](http://www.mac.du.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/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 tampered/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 College.
- 4.10 Intending bidder are advised to visit again College website [www.mac.du.ac.in](http://www.mac.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

#### **5. 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.

**6. EARNEST MONEY DEPOSIT :**

Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC)/MSME. Relevant document would require to be furnished alongwith Technical Bid.

- 6.1 The Earnest Money (EMD) of **Rs. 10,000/-** (Rupees Ten thousand only) must be submitted through NEFT/RTGS. EMD will be released within one month.
- 6.2 Tenders with no earnest money deposit will be summarily rejected.
- 6.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

**7. FINAL DECISION MAKING AUTHORITY**

The College 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 College to the bidder(s).

**8. SUMMARY REJECTION OF TENDER:**

The tenders not accompanied with Earnest Money Deposit, shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of 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 College 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 College website and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

- 9.3 **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 one week 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.

**10. 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 college or any other person as approved by the competent authority. There will be no objection for any such appointment on the found that the arbitrator is an Employee of College of Delhior that he/she has to deal with the matter to which the agreement relates or thatin course of his/her duties as College of Delhi 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 Delhi with its jurisdiction of courts at Delhi.

**11. 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 College of Delhi. 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 accruingto the bidder shall be passed on to College of Delhi.

**12. TERMS OF PAYMENT**

**12.1 PAYMENT MODE:** Payment will be made to the bidder against the Bill bywaysof ECS/RTGS after deducting the TDS as applicable.

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## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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 CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or 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.
- 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 DSC's to others which may lead to misuse.
- 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.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP 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 CPP Portal.
- 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 CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 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.

## **PREPARATION OF BIDS**

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

## **SUBMISSION OF BIDS**

- 1) 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) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, 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.
- 5) 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 white coloured (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.



- 6) 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.
- 7) 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.

#### **ASSISTANCE TO BIDDERS**

- 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) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**MAHARAJA AGRASEN COLLEGE,  
UNIVERSITY OF DELHI**

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. 2 lakhs.	Yes/ No	
3.	Copy of Service Tax Registration Certificate, GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Attach the copy of complete address of the Company Office alongwith 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/ College 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**

**MAHARAJA AGRASEN COLLEGE  
UNIVERSITY OF DELHI**

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**ANNEXURE-II**

**FINANCIAL BID**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity (approx.)</b>	<b>(*) Rate (in Rs.)</b>	<b>GST</b>	<b>Total Amount (Inclusive of all taxes/Levies etc.)</b>
1.	Silver Medal 99% PURITY  (with engraving) 20 GM with ribbon, hook and purity certificate with separate box	112			
<b>Grand Total (in Rs.)</b>					

**CONTRACTOR**  
**Signature of Authorized person**  
**With seal of firm**

**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/College 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)