

**RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH**

No.ST-428/Medal/2022 /0957

Dated the 19<sup>th</sup> September, 2022

**NOTICE INVITING QUOTATION**

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites quotations in a sealed envelope for supply of Gold Medals to this University for awarding in the Convocation as per specifications at Annexure-I and the design of gold medal alongwith engraving and its suspension & suspension ring as per Annexure-II & Annexure-III respectively.

**Terms and Conditions :**

1. Documents like GST Registration, PAN Card, Bank Details, Trading License copy should be submitted along with the quotation.
2. Bid Security/Earnest Money for Rs. 10,000/- (Rupees ten thousand) only should be deposited/ transferred to University Account No. 83420100000307, IFSC-BARBOVJARUN (Bank of Baroda). The deposited/transferred receipt must be submitted alongwith the quotation.
3. Bidders who are MSME/NSIC registered may claim exemption from payment of Bid Security/Earnest Money subject to submission of valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.
4. The prospective suppliers/jewelers may download the tender documents, specification from the University website [www.rgu.ac.in](http://www.rgu.ac.in).
5. The rate, tax, making charge, discount etc. should be mentioned separately and rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh). The taxes, making charge, discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances these components should be added to the basic price and shown as single price. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
6. The incidental expenses such as; package, carriage, freight, forwarding and insurance etc. will be borne by the firm/supplier.
7. The quoted rates must be valid for 90 days from the last date of submission of quotation.
8. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
9. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
10. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the



enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.

11. Part delivery is not allowed,
12. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.
13. Up-to-date Tax clearance certificate. GST registration certificate indicating also the TIN, PAN number of the firm must be clearly mentioned in the quotation. The bidder may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government. Concessional Form C & D is not applicable to this University.
14. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.
15. Tender is not transferable.
16. In the event of delayed delivery, the vendor shall be liable for a penalty deduction at a percentage on the value of the undelivered items subject to a maximum of 10% as detailed below.
  - i. @ 2% up to one week
  - ii. @ 3 % up to two weeks
  - iii. @ 5% up to three weeks
  - iv. @ 10% for four weeks and above subject to approval given by RGU Doimukh.
17. The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm
18. The prices quoted shall remain firm /valid until supply of the item.
19. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
20. The University may terminate the contract/ supply order in whole / part and forfeit the EMD/ PBG incase the supplier/ vendor fails to meet the contractual obligations.
21. Quotations received without Bid Security/EMD amount will not be considered at all.
22. Payment shall be made after supply of the item(s). No payment shall be made for unsatisfactory supply.
23. All communication relating to the NIQ may be made to Estate Officer, Rajiv Gandhi University.
24. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.



25. Any offer containing incorrect and incomplete information shall be liable for rejection. Rajiv Gandhi University, Doimukh, Itanagar reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.

26. Any correspondence related to this Tender shall be uploaded in the website. Therefore, all bidders are requested to visit the website [www.rgu.ac.in](http://www.rgu.ac.in) from time to time till the completion of this tender process.

Note :

- i. The sealed quotation envelope should be super scribed Tender Reference No.
- ii. Last date and time of receipt of quotation : 17/10/2022 up to 16.00 hours.

Sd/- Registrar

Memo No.ST-428/Medal/2022

/0957

Dated the .....21<sup>st</sup>.....September, 2022

Copy to:

1. All authorized dealers/supplier, Itanagar/Guwahati for information and submit their bids.
2. The Jt. Director, Computer Centre for information and uploading the quotation on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.

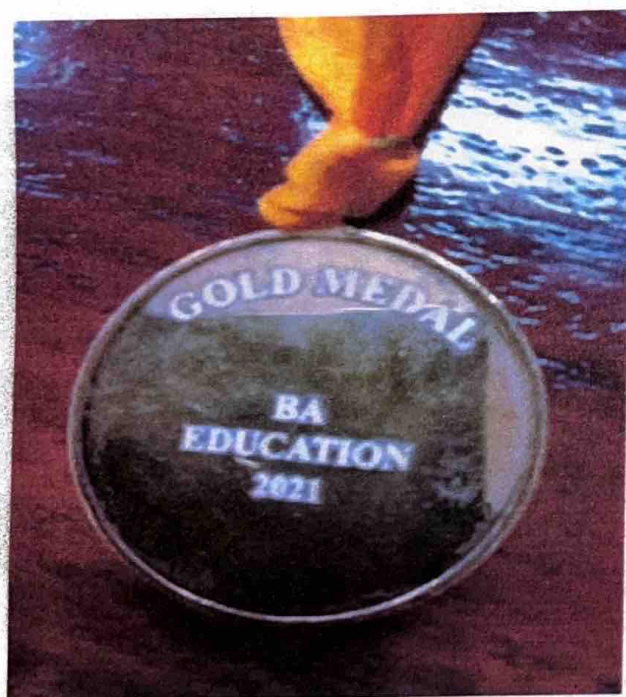
  
15/9/2022  
Registrar



## SPECIFICATIONS

Sl.No.	Gold Medal	Description
1	Chancellor's Gold Medal	50 gram silver with 8 gram 22 Ct. gold, Logo Size : 2 inch diameter
2	Vice Chancellor's Gold Medal	50 gram silver with 8 gram 22 Ct. gold Logo Size : 2 inch diameter
3	Gold Medal	25 gram silver with 5 gram 22 Ct. gold Logo Size : 1 ½ inch diameter





*[Handwritten signature]*





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