

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073
Tender Notice No. PU/22-23/Medal/1
Date: 29-03-2023

**Rate Enquiry Notice for the supply of the Gold Medals for awarding to the toppers in
UG / PG Final Examinations (2020, 2021 and 2022) of the Presidency University**

Quotations in sealed cover addressed to “The Finance Officer, Presidency University, 86/1 College Street, Kolkata-700073” are invited from the reputed original manufacturers, reputed authorized dealers (to be certified by the original manufacturer) for the supply of Gold Medals (under new Endowment Funds) for awarding to the toppers in UG / PG Final Examinations (2020, 2021 and 2022) of the Presidency University as detailed below:

Sl. No.	Name of the Medals	Quantity (pieces)
1.	Dr. Atasi Banerjee, nee Guha Memorial Gold Medal	3
2.	Late Prof. Pradip Kr.Gangopadhyay Gold Medal	3
3.	Binapani Mukherjee Memorial Gold Medal	3
4.	Dr. Pramode Ranjan Banerjea Memorial Gold Medal	3
5.	Dr. Shantilal Banerjee Memorial Scholarship & Gold Medal	3
6.	Mrs. Santi Debi Banerjee Memorial Scholarship & Gold Medal	3
7.	Prof. Asru Kumar Chaudhuri Memorial Gold Medal	3
8.	Late Satyalal Mukherjee Memorial Gold Medal	3

Three pieces of each of the above medals are to be supplied by the successful bidder. For detail specifications the interest bidders may contact with the office of the Dean of Students. **The quotations should be submitted by the bidders in their original letter heads** clearly indicating the specification, brand / manufacturer’s name, price (excluding tax, if any) on free delivery at site basis, rate of GST as applicable, discount, etc. separately for each item. **Quotations should be accompanied with the duly filled up Application Form (Annexure – I).** Self-attested photocopies of GST Registration Certificate, copy of the valid Trade License, copy of the PAN card, and other relevant credentials are to be enclosed with the said application form. No advance payment will be made. Payment will be made after completion of the satisfactory delivery of the items as per Purchase Order and submission of tax invoice / bill with necessary papers. The bidder should also enclose a **Demand Draft of Rs.2,000/- (Rupees Two thousand only) in favour of Presidency University payable at Kolkata as interest free refundable Earnest Money Deposit. The sealed cover should be duly superscribed with the Tender Notice No. and Date and the words “Quotation for supply of Medals”** and should be dropped in the Tender Box kept at the Main Gate of the University College Street Campus, 86/1 College Street, Kolkata – 700 073.

- **LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE FINANCE OFFICER, PRESIDENCY UNIVERSITY: 06-04-2023 up to 3.00P.M.**
- **DATE OF OPENING OF THE QUOTATIONS: 06-04-2023 at 3.30 P.M.**

The University reserves the right to accept or reject any quotation in part or full without assigning any reason.

Sd/-
Finance Officer
Presidency University, Kolkata

ANNEXURE - I

APPLICATION FORM

**FORMAT TO BE FILLED BY THE MANUFACTURERS OR THEIR AUTHORIZED DEALER /
BIDDER SUBMITTING QUOTATION FOR SUPPLY OF GOLD MEDALS FOR AWARDED TO
THE TOPPERS IN U.G. / P.G. FINAL EXAMINATIONS OF THE PRESIDENCY UNIVERSITY**

1. Name of the Bidder :
2. Status of the Bidder : (attach documents, if registered company/partnership/proprietary ship)
3. Address (Head Office / Registered Office) with Phone No. and e-mail id :
4. Present Address with Phone No. and e-mail id:
5. Whether OEM/ authorised dealer / authorised distributor : (attach copy of certificate of authorization from OEM)
6. Name of Proprietor / Managing partner/ Managing Director / authorised signatory : (attach details)
7. Income Tax return / Clearance Certificate (latest) (attach attested copy) :
8. Name and address of at least three largest Customers with value of purchase order : (attach copies of documentary evidences)
9. Income Tax Permanent A/c No. (attach self-attested copy) :
10. GST Registration No. : (attach self-attested copy of the certificate)
11. Trade Licence / ROC Certificate No. : (attach self-attested copy of the certificates)
12. Details of EMD Bank Draft No., issuing branch and date:

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/ Authorized
Signatory of M/s. ----- am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to
the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company / firm is
authenticated, sealed and signed, and I take full responsibility for the entire documents
submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY
UNIVERSITY, Kolkata or in any national organization or educational institute/university for any
supplies, products or services,.

Signature of the Authorized Person

Date : -----

Full Name _____

Place : -----

Designation with Seal