

बैंक ऑफ़ बड़ौदा, BANK OF BARODA,  
अहमदाबाद अंचल, AHMEDABAD ZONE,  
अहमदाबाद अंचल कार्यालय, AHMEDABAD ZONAL OFFICE,  
दूसरा तल, बैंक ऑफ़ बड़ौदा टावर, 2<sup>nd</sup> FLOOR, BANK OF BARODA TOWERS,  
लॉ गार्डन के पास, एलिसब्रिज, NEAR LAW GARDEN, ELLISBRIDGE,  
अहमदाबाद / AHMEDABAD - 380006.

बैंक ऑफ़ बड़ौदा, अहमदाबाद अंचल कार्यालय संभावित बोलीदाताओं से स्मृतिचिन्ह की आपूर्ति (चाँदी का सिक्का बैंक के लोगो के साथ) से टू कवर सिस्टम के तहत सीलबन्द निविदा आमंत्रित कर रहा है।  
Bank of Baroda, Ahmedabad Zone invites sealed Tenders under two cover system from the prospective bidders for Supply of souvenirs (Silver Coin With Bank's Logo).

भाग / PART - I और भाग /PART - II,  
तकनीकी बोली और मूल्य बोली, TECHNICAL BID & PRICE BID,  
(अलग-अलग सीलबन्द लिफाफे में जमा करना होगा),  
(To be submitted in Separate sealed envelope),  
निविदा शुरू होने की तारीख / Start date of Tender - 30.03.2024,  
निविदा जमा करने की अंतिम तिथि/ Last date of submission of Tender - 20.04.2024, 3:00 PM  
तकनीकी बोली खोली जाएगी / Opening of Technical Bids on 20.04.2024, 3:30 PM,  
पूर्व बोली बैठक की तारीख/ Date of Pre-bid Meeting - 08.04.2024, 11 AM,

बैंक ऑफ़ बड़ौदा, BANK OF BARODA,  
मानव संसाधन प्रबंध विभाग, HUMAN RESOURCE MANAGEMENT DEPARTMENT,  
दूसरा फ्लोर, बैंक ऑफ़ बड़ौदा टावर, 2<sup>nd</sup> FLOOR, BANK OF BARODA TOWERS,  
लॉ गार्डन के पास, एलिसब्रिज, NEAR LAW GARDEN, ELLISBRIDGE,  
अहमदाबाद / AHMEDABAD - 380006.

**Bidders Signature with Stamp**

**भाग / PART - I,**  
**तकनीकी बोली, TECHNICAL BID**  
**(अलग-अलग सीलबन्द लिफ़ाफ़े में जमा करना होगा), (To be submitted in Separate sealed envelope)**

**TENDER FOR SUPPLY OF SOUVENIRS (SILVER COIN WITH BANK'S LOGO)**

Bank of Baroda, Ahmedabad Zone, Ahmedabad proposes to purchase about 119 SOUVENIRS (Silver Coin with Bank's logo and retiring Staff details such as Name, Date of Joining & Date of retirement) for FY 2024-25, for their staff members from local suppliers/ manufacturers.

Quotation in a sealed cover superscripted "TENDER FOR SOUVENIRS (SILVER COIN WITH BANK'S LOGO AND RETIRING STAFF DETAILS SUCH AS NAME, DATE OF JOINING & DATE OF RETIREMENT) with the following details should reach us on or before 20.04.2024, 3.00 PM at the address given hereunder.

- (1) Tender for supply of SOUVENIRS (SILVER COINS WITH BANK'S LOGO AND RETIRING STAFF DETAILS SUCH AS NAME, DATE OF JOINING & DATE OF RETIREMENT) each of 200 Grams of 3.25" dia. including cost of the velvet box, charges for engraving, charges for delivery, GST and all other applicable taxes. For cost of the silver, rates of silver will be considered as per rates published on the website of Indian Bullions and Jewelers Association for average of last 3 days rates from the date of purchase order placed in the PM section of the website (rates uploaded at 3.00 PM).
- (2) Quantity: - 119 Coins for the Year 2024-25, the quantity may vary up to 15%. The order with quantity for FY 2025-26 & 2026-27 will be placed in respective years. Estimated quantity is 120 coins per annum.
- (3) The making charges rates will be applicable for period of -3- years. Though the present quantity demanded is for the period of 01.04.2024 up to 31.03.2025. The orders for next -2- financial years i.e. 2025-26 and 2026-27 will be placed in respective years.
- (4) Minimum eligibility Criteria :-
  - A. Suppliers/Manufacturers of Ahmedabad City only, having experience in supplying SOUVENIRS (SILVER COIN WITH BANK'S LOGO) to Banks/Govt./Semi Govt. Body/PSU only need to apply.
  - B. Experience of having successfully completed similar works during last - 07- on years (as on 29.02.2024) should be either of the following:-
    - i. Supplier should have supplied minimum 57440 grams silver coin to any one of the Government / Semi-Government Body/PSB/PSU annually.

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OR

- ii. Supplier should have supplied minimum 35900 grams silver Coins to two of the Government / Semi-Government Body annually.

OR

- iii. Supplier should have supplied minimum 28720 grams silver Coins to three of any of the Government / Semi-Government Body annually.

Other General Terms and Conditions:-

- (A) Purity of the silver should be 99% pure.
- (B) Delivery period 15 days from the date of placing the order.
- (C) Bank reserves the right to inspect the material during the process of manufacturing. Moreover Bank will check the purity of the silver supplied through Certifying agency/Firm by giving any one coin and/ or coins from the part/total supply made to the Bank at the cost of the supplier.
- (D) **For cost of the silver, rates of silver will be considered as per rates published on the website of Indian Bullions and Jewelers Association/MCXINDIA.COM on the previous day of purchase order.**
- (E) Payment will be made within -07- working days after delivery and purity check of the SOUVENIRS, upon submission of the bill.
- (F) The shortlisted supplier will have to submit undertaking that the coins to be supplied must be of the desired quality, purity, weight and size. Deviation from the same may abide the supplier for any action decided by the Bank. Delay in supply may fall in penalty as decided by the Bank.
- (G) Bank may accept or reject any tender without assigning any reason. Bank's decision in this connection shall be final and conclusive and no claims/ dispute from any quarter in this regard will be entertained. You may submit your sealed quotation at the following address latest by 20.04.2024, 3.00 PM, along with mandatory information required for prequalification of the Bidder as per the attached format.

The Deputy General Manager (DZH),  
Bank of Baroda,  
Ahmedabad Zone,  
2<sup>nd</sup> Floor, Bank of Baroda Towers,  
Opp. Law Garden, Ahmedabad - 380006.

You may contact us between 10.00 a.m. to 5.00 p.m. (Except Saturday, Sunday and Bank Holidays) to inspect the sample of the Memento at the address given below.

The Asst. General Manager,  
Bank of Baroda,  
Human Resources Management Dept.  
Zonal Office, Ahmedabad,  
2<sup>nd</sup> Floor,  
Bank of Baroda Towers,  
Opp. Law Garden, Ellisbridge, Ahmedabad - 380006  
Tel : (079-26473290)

E-mail :- [hrm.gujarat@bankofbaroda.com](mailto:hrm.gujarat@bankofbaroda.com)

**भाग / PART - I,**  
**तकनीकी बोली, TECHNICAL BID**  
**(अलग-अलग सीलबन्द लिफ़ाफ़े में जमा करना होगा),**  
**(To be submitted in Separate sealed envelope)**

**Mandatory information required for Prequalification of the bidder for Supply of SOUVENIRS (Silver coin with Bank's Logo)**

Please note: attach copies of the supporting documents, Please use additional sheets if required.

Sr. No.	Particulars	
1	Name of the Bidder	
2	Contact number	
3	Telephone number office	
4	email address	
5	Address	
6	City	Ahmedabad
7	Pin code	
8	Year of Establishment	
9	Status of the Firm	
10	Names of the directors /Partners /proprietor	
11	Name and address of the Banker	
12	Registration number and date with Registrar of Companies/ Firms	
13	PAN Number	
14	GST Number	
15	Attach copies of the Balance sheet for last -03- financial year ending on 31st March 2023	
16	Empanelment with the other Companies / PSUs	
17	Field of activities	
18	Main Activity	
19	Value of the total work done till date	
20	Attach work order as per mentioned in point no 4B, successfully completed works during last seven years as on 29.02.2024.	
21	List Number of Technical staff working in the organization	

**Bidders Signature with Stamp**

22	List number of other staff working in the organization	
23	Have you in past carried out any works for Bank of Baroda or its Subsidiaries?	
24	Have you been ever disqualified or levied penalty by the Bank in past for non-fulfillment of the Contractual obligations. If yes, please provide details in brief	
25	Have you ever been put on a holiday list or banned by any Public Sector Units? If yes please provide details in brief	

I/We confirm that to the best of our knowledge this information is correct and any deliberate concealment will amount to disqualification at any stage.

Date:

Place:

**Signature of the authorized person  
& Seal of the Company**

**Performa -1**

List of Works Executed By the Contractor/Bidder during Last -07- Years (As On 29.02.2024)

Sr . No	Name of Work	Name & Full Postal Address Of The Firm (Specify )	Contract Amount (Rs.)	Stipulated Time/Period of Completion (Months)	Actual Time Of Completion (Months)	Any Other Relevant Information (Actual Amount of the Project if increased)	Enclose Clients Certificate For Satisfactory Completion
1	2	3	4	5	6	7	8

NOTE:-

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. For certificates, the issuing authority shall not be less than an Executive In Charge.

Date :

Place:-

**Signature of the authorized person  
& Seal of the Company**

**Bidders Signature with Stamp**

## Instructions to Tenderers:

### 1. All pages to be initialed:

All signatures in tender documents shall be dated and stamped. All pages of tender documents shall be initialed at the lower right hand corner or signed wherever required in the tender papers by the Tenderer or by a person holding power of attorney authorizing him to sign on behalf of the Tenderer before submission of tender.

### 2. Rates to be in figures and words:

The Tenderer should quote in English both in figures as well as in words the rates and amounts tendered by him in the Schedule of Rates for each item and in such a way that interpolation is not possible. The amount for each item should be worked out and entered and requisite totals given of all items both in figures and in words. The tendered amount for the work shall be entered in the tender and duly signed by the Tenderer.

### 3. Corrections and Erasures

No corrections and alterations in the entries of tender papers shall be permitted. If any they shall be signed and dated in full by the Tenderer. Corrections with white fluid and overwriting are not permitted.

The tender shall contain the names, postal address of the residence and place of business of authorized person signing the tender and shall be signed in /his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by a Corporation shall be signed by an authorized representative, and a power of Attorney on their behalf shall accompany the tender. A copy of the partnership deed of the firm with names of all partners shall be furnished.

When a Tenderer signs a tender in a language other than English, the total amount tendered should, in addition, be written in the same language. The signatures should be attested by at least one witness.

### 4. Signing of the Contract:

- a) The successful Tenderer shall be required to execute an agreement in the proforma attached with this tender document within 08 days from the date of receipt of the notice of acceptance of tender. In the event of failure on the part of the successful Tenderer to sign the agreement within the above-stipulated period. The Bank reserves the right to forfeit the earnest money/ security deposit and cancel the contract.



- b) Until the Agreement is formally signed, the Work Order / Letter of Acceptance of Tender issued to the successful Tenderer and accepted by him shall be operative and binding on the Bank and the Contractor.

I / We hereby declare that I / We have read and understood the above instructions for the guidance of the Tenderers.

Witness \_\_\_\_\_

**Date :**

**Place:**

**Signature of the authorized person  
& Seal of the Company**

**To be stamped as an Agreement -Articles of Agreement**

Articles of Agreement made at Ahmedabad on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 between **Bank of Baroda**, a body corporate having its Head office at Baroda, and Zonal Office at 1<sup>st</sup> Floor, Baroda Tower, Opp. Law Garden, Ellis Bridge, Ahmedabad 380006. (Hereinafter called “the Bank”) of the one part

AND

(Herein after called “The Supplier”) which expression shall, unless repugnant to The context, mean and include of the other part.

WHEREAS

The Bank is desirous to purchase 119 SOUVENIRS for FY 2024-25 (Silver coin with Bank’s Logo and retiring staff details), each of 200 grams (hereinafter referred to as the said work) and for the purpose, the parties hereto have agreed to enter into this contract (hereinafter referred to as contract).

1. The Bank has for the purpose, arranged specifications, describing the works to be done.
2. The Supplier has agreed to execute the said work subject to the provisions hereinafter contained and subject also to General and Special Conditions, Safety Code, Model Rules, Specifications, Preambles and installation schedule, all of which are hereinafter collectively referred to as the ‘said tender conditions’ and the specifications and schedule of quantities referred to above at or for the respective rates set out in the priced Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said contract value).

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. The making charges rates will be applicable for a period of -3- years up to 31.03.2026.
2. In consideration of the said contract value to be paid by the Bank to the Supplier at the time and in the manner set forth in the said tender conditions and in accordance with the Schedule of payments to execute and complete the work shown upon the said terms strictly in accordance with the specifications and priced schedule of quantities.
3. The said tender Conditions and the Annexure hereto shall be read and construed as forming part of this contract and the parties hereto shall respectfully abide by, submit themselves to the said conditions and perform the agreements on their part respectively contained in the said conditions.

**Bidders Signature with Stamp**

4. This Contract is a fixed Lump sum Contract to be carried out and to be paid for according to the rates contained in the priced Schedule of Quantities.
5. The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith at and within the same site as may be ordered to be done from time to time by the Bank, even if such work may not be shown on the said drawings or described in the said schedule of specifications and schedule of Quantities.
6. Time shall be considered as the essence of this contract and the Supplier / Manufacturer hereby agrees to supply the ordered quantity within 10 days from the date of work order as provided for in the said terms and conditions, and shall complete the entire work within the specified period, subject nevertheless to be provisions for extension of time as may be agreed to by the Bank and as contained in the said conditions.
7. All payments by the Bank under this Contract will be made respective offices.
8. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Ahmedabad and only courts in Ahmedabad shall have jurisdiction to determine the same.
9. This contract shall be signed in duplicate, the original whereof shall be kept in the custody of the Bank, the duplicate with the Contractor.
10. That the contract and all conditions of this contract have been read by the supplier and fully understood by the supplier. The supplier shall not be entitled for payment beyond tender quantities unless ordered specifically by written instructions of Bank.

IN WITNESS WHEREOF the Bank has set his hands hereunto and three duplicates hereof through his duly authorized official and the Supplier has caused these presents and three duplicates hereof under his common seal/by his duly authorized representative at the place and on the date month and year first herein above written.

SIGNED SEALED AND DELIVERED by BANK OF BARODA, the Bank by the hand of

Shri.  
(Name and Designation)

In the presence of  
(1) Address:  
(2) Address:

WITNESS

**Bidders Signature with Stamp**

SIGNED SEALED AND DELIVERED BY M/s.

The supplier by the name of Shri  
(Name and Designation)

in the presence of  
(1)

Address:

THE COMMON SEAL OF M/s ... .. ( the contractor) was  
hereunto affixed pursuant to the resolutions passed by its Board of Directors at  
the meeting held on in the presence of :

(1)  
(2)

Directors who have signed these presents in token thereof in the presence of (1)  
& (2)

**भाग /PART - II,**  
**मूल्य बोली, PRICE BID,**  
**(अलग-अलग सीलबन्द लिफाफे में जमा करना होगा),**  
**(To be submitted in Separate sealed envelope)**

Price Bid for Supply of SOUVENIRS (Silver Coin with Bank's Logo)

Sr. No.	Description	Amt. in Rs. (For one coin)
1	Making / Labor Charges including Cost of the Velvet Box, charges for delivery, and charges for Engraving, GST & all other Taxes For 200 Grams Silver Coin As Specified in the Tender.	
Total Cost Per Memento (Silver Coin With Bank's Logo) To Be Quoted (Excluding Silver Cost)		
This Rate Will Be Fixed For Three Years i.e. Up To 31st March 2027. For cost of the silver, rates of silver will be considered as per rates published on the website of Indian Bullions and Jewelers Association/MCXINDIA.COM on the previous day of purchase order.		
<b>Total Amount (Total amount only for making charges of 119 coins)</b>		

Date:-

Place:-

**Signature of the authorized person  
& Seal of the Company**

**Bidders Signature with Stamp**