

### Tender Notice for Supply of Silver Mementos (Coins)

Bank of Baroda, Zonal Office (Bareilly Zone), Bareilly invites sealed offers from reputed highly experienced dealers/manufacturers for the supply of - **68- Silver Mementos (coins)** each of **200 gms.** 3.25" diameter, 99% purity with name and year of service engraved on mementos (coins) on side kept in a separate box. Quantity of Silver Mementos (coins) may be increased or reduced by 10% of the estimated quantity.

Completely filled Tender Document in sealed envelope having Technical Bid and Financial Bid in two separate envelopes (both envelopes should be kept in one envelope) be forwarded to the **General Manager, Bank of Baroda, Zonal Office, 1<sup>st</sup> floor, 129-D Civil Lines, Bareilly-243001** on or before **29.04.2024 upto 03:00 PM** and the bids received will be opened on **29.04.2024** at 4:00 PM in our office. Clarification, if any required, may be obtained from the office of the General Manager, Bank of Baroda, Zonal Office, 129-D, Civil Lines, Bareilly (Phone No: **8477009281 & 8477009117**) (Email- [hrm.wupu@bankofbaroda.com](mailto:hrm.wupu@bankofbaroda.com)).

**The envelopes should be super inscribed- "Offer for Silver mementos". (A) technical bid (Mementos) (B) Financial bid (Mementos)."**

**The Bank reserves the right to reject any one or all the offers without assigning any reason.**

#### Other terms and conditions:

1. The suppliers for Silver Mementos (coins) should be authorized dealer in silver with valid License. Photocopy (self-attested) of license be attached.
2. **Earnest Money Deposit:** Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen Thousand only) should be submitted along with Technical Bid (*firms registered with MSME under the NSIC scheme as in the notification from Government of India are applicable for Waiver of EMD, the bidder must submit certified copy of valid NSIC Registration Certificate for the work tendered for*). Bids submitted without EMD / valid NSIC registration certificate shall not be accepted.
3. EMD shall be in the form of DD / Banker's Cheque issued in favour of "**Bank of Baroda, Bareilly Zone, Bareilly**" payable at **Bareilly**. EMD shall not bear any interest, is non-transferable and will be refunded only after the selection of the L-1 Bidder in the price bid. For successful bidder the EMD will be returned after the completion of work along with the Security Deposit. In case if the Tenderer after being declared successful L-1 bidder withdraws from the bid or fails to start the work within the prescribed time his EMD would be forfeited.
4. **Security Deposit:** Security Deposit shall be **Rs.30000/- (Rupees Thirty Thousand Only)** including the Earnest Money Deposit. Security Deposit shall be deposited by the L-1 bidder / vendor to the Bank within 14 (fourteen) days of intimation to him of the acceptance of his tender. Security Deposit shall be deposited to the Bank by vendor / bidder in form of Demand Draft / Banker's Cheque. Security Deposit shall not bear any Interest.
5. Work Order will be issued only after receipt of Security Deposit. Security Deposit along with EMD will be released after the successful completion of work / delivery of coins.
6. In case of non-compliance of work order / delivery of coins as per terms of the Tender documents, the security deposit shall be forfeited by the Bank.
7. The suppliers/firms eligible to participate in the tender should be in Profit for last three years.
8. All the vendors are required to provide Income Tax PAN allotted by Income Tax authorities and TIN allotted by the Trade Tax Authorities. Xerox copies of the latest tax Clearance Certificate be attached with the application.
9. The rate of Silver Memento (coin) should be inclusive of all taxes and charges.

10. The rate quoted by the firm shall be valid for 180 days after acceptance of lowest bid.
11. Bidders shall submit the performance certificates from the respective previous organizations in support of above; otherwise application is liable to be rejected.
12. The Financial Bid of only those applicants will be opened who will qualify in the Technical Bid. Date and time of opening of Financial Bids shall be informed to technically qualified bidders separately.
13. Sample of Mementos for design, packing and engraving may be seen at our office between 16:00 Hrs. to 17:00 Hrs. on any working day.
14. Delivery of Silver Mementos should be made strictly within -21-days of purchase order.
15. For purity check, supplier have to advise the date on which the items are manufactured to enable us to send sample for testing.
16. Payment will be made within -15- working days after delivery at our office against submission of receipt Challan, bill and only after purity check of the silver by Bank through certifying agency. No advance payment will be done.
17. EMD of unsuccessful bidders will be refunded within -15- days after finalization of L-1 bidder.
18. Corrigendum / Addendum, if any, will be issued only on our Bank's website: <https://www.bankofbaroda.in/tenders/zonal-regional-offices>
19. No advance payment will be made. Bidder has to sign & seal each page of it's application/ tender as token of acceptance of terms and conditions.
20. The supplier further agrees to abide by the desired quality, purity, weight and size and any deviation from the same shall expose the supplier for any action decided by the Bank. The delay in supply may fall in penalty as decided by the bank.
21. In the event of non-completion of the work allotted or non-supply of silver coin/s or in case it is observed/come to the notice of the Bank that the quality or quantity of the silver coin supplied / given by the Jeweller is not as per the specification given by the Bank (Viz. diameter of Silver mementos, Purity of Silver etc.), then and in such event the Jeweller shall Indemnify and keep indemnified the Bank against such resultant loss / claim to the extent not limited to the value of coins tendered to the Bank, which is in addition to liquidation of Security Deposit.
22. L-1 Bidder shall furnish undertaking cum indemnity bond before issuing of work order.

General Manager  
Bank of Baroda, Zonal Office  
1<sup>st</sup> floor, 129-D Civil Lines, Bareilly-243001  
Date: 06.04.2024



**TECHNICAL BID**

**(To be submitted in separate envelope)**

Application for supply of Silver Mementos (Coins) to Bank of Baroda, Zonal Office, Bareilly.

- Important:** 1. Please type or handwrite in capital letters.  
2. Attach copies of the supporting documents.  
3. Please use additional sheets if required.

1	Name of Organization	
2	Address with Phone No. & e-mail id	
3	Name and contact number of authorized person- Furnish a copy of authority letter/POA	
4	Year of Establishment	
5	Status of Firm (Co. / firm / Proprietor)	
6	Name of Director / Partner / Proprietor	
7	Whether registered with registrar of Company/Registrar of firms if so, mention number, date and copy of Registration	
8	Whether registered for VAT / GST. Furnish details.	
9	Whether an assesses of Income Tax- furnish copy of latest Income Tax Clearance	
10	Furnish copy of audited balance sheet Profit & Loss a/c & IT returns for the last three years	Year turnover P/L (in lac)
11	Whether ISO certified. If yes, furnish the details & copy thereof	
12	Any other relevant information	

Place:

Date:

(Signature & Seal of Vendor)



**FINANCIAL BID**

**(To be submitted in separate envelope)**

Application for supply of Silver Mementos (Coins) to Bank of Baroda, Zonal Office, Bareilly

1.	Name of the Organization	
2.	Address with Phone No. & e-mail id	
3.	Name and contact number of authorized person- Furnish a copy of authority letter/POA	
4.	Year of Establishment	
5.	Status of Firm (Co. / Firm / Proprietary)	
6.	Cost of each Memento (Coin) a) Weight 200 gm b) Diameter 3.25 inch c) Purity 99% With engraving on memento and kept in a box as per specification shown.	<p>1. Cost of Silver (200 gms) : Rs ** Per Coin (*Rate of silver will be considered as per closing rate published in <b>IBJA</b> (India Bullion and Jewellers Association) on the previous day of purchase order)</p> <p>2. Cost of Velvet Box : Rs 3. Making charges : Rs 4. Engraving charges : Rs 5. GST : Rs</p> <p><b>Total Cost per Memento (coin)</b></p> <p><b>In figures: Rs.....</b> <b>In words:</b> <b>Rs.....</b> .....</p> <p><b>(Above cost is inclusive of all charges/taxes &amp; Excluding of cost of Silver)</b></p> <p>Note: No any additional hidden charges will be entertained.</p>

Place:

Date:

(Signature & Seal of Vendor)

REFERENCE PICTURE

