



GUJARAT REGIONAL OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labor and Employment, Government of India)  
ASHRAM ROAD, AHMEDABAD  
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Dr. H  
Approved  
27/05/16

37/D/Medallion/Silver Memento/2016-17

Dated 27/05/2016

## NOTICE INVITING RE-TENDER FOR PREPARATION AND SUPPLY OF SILVER MEMENTO

Sealed Offers are invited from eligible agencies for preparation and supply of silver memento (in the form of plaque/medallion) for one year. Contract may be extended for another one year on same terms and conditions subject to satisfaction of the work.

Sl.	Description	Detail
1	Name of work	Preparation and supply of silver memento (in the form of plaque/medallion) for one year
2	Estimated Cost	Rs 3.3 Lakh per annum ( Total Number of Silver Memento in 2016-17 is Approximately 22 which may increase as per requirement)
3	Earnest Money Deposit (EMD)	Rs. 6000/ (Rupees Six Thousands only) to be deposited along with tender, through Demand Draft favoring "ESIC Fund A/C No. 1", payable at Ahmedabad. Bids received without EMD will not be considered and will summarily be rejected. The EMD of the unsuccessful bidder will be refunded.
4	Sale of tender document	The tender document may be obtained from the office of Deputy Director (General Branch) at 1 <sup>st</sup> floor of Regional Office , ESIC, Panchdeep Bhavan, Ashram Road, Ahmedabad-380014 during working days from <b>30/05/2016 to 21/06/2016</b> during working hours. It may also be downloaded from <a href="http://www.esic.nic.in/tenders">www.esic.nic.in/tenders</a> , <a href="http://www.esicgujarat.in">www.esicgujarat.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .
5	Date & time of submission	Duly filled and signed tender document should be sent in sealed envelope through registered post and should be clearly marked "Quotation for preparation and supply of Silver Memento" and should be addressed to Regional Director, E.S.I. Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad 380014 so as to reach on <b>or before</b>

		21/06/2016, 01:00 PM.. Tender may also be dropped in tender box kept at 1 <sup>st</sup> Floor on the above address.
6	Date & time of opening of tender	Tender shall be opened on the 21/06/2016 at 4.00 PM at the above address in the presence of authorized representatives of bidders who chooses to present. In case, 21/06/2016 is declared a public holiday, tenders shall be received & opened as per above schedule on next working day.

### **Eligibility Criteria**

- 1) The bidder must be a Registered Jeweller having valid license from BIS for particular premises of a sale outlet. It must have an active agreement between with BIS for sale of Hallmarked Jewellery/artifacts.
- 2) It should have adequate experience in works of similar nature. Bidder shall have to submit supporting experience certificates/self-declaration certificate in this regard.
- 3) The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever, or have not been black listed by Govt. of India or any of its agencies including Public Enterprises and/or by any State Govt. or any of its Agencies.
- 4) The services of the bidder (bidder shall mean any person who has been proprietor, one of the partners, one of the Directors or in any capacity related to the entity) should not have been terminated on account of deficiency in service/non fulfillment of Tender conditions by this office or any office of ESIC during any time in the last five years from date of publication of tender.

### **Instructions to bidders:**

- 1 **EARNEST MONEY DEPOSIT:** The amount of earnest money deposit (EMD) shall be **Rs.6000/-** (Rupees Six Thousand only) in the form of demand draft payable to E. S. I. fund A/c No/ 1. State Bank of India, Ashram Road, Ahmadabad. The EMD of unsuccessful parties shall be refunded within one month after the award of work to the successful party.
- 2 Duly filled Tender Documents along with EMD, Technical Bid Performa and Finance Bid Performa should be sent in sealed envelope through registered post and should be clearly marked "Quotation for preparation and supply of Silver Memento" and should be addressed to Regional Director, E.S.I. Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad 380014.Each page of tender document should be signed with stamp.
- 3 Bidder should enclose the photocopy of Pan Card, VAT Registration/Sales Tax Registration, Shop & Establishment registration Certificate, BIS Certificate and requisite experience certificates/self-declaration.

- 4 Rates quoted under 'Making and Other Charges' shall be inclusive of cost of manpower, making charges, BIS Hallmarking, Velvet Box, Name plate, memento stand, packing and other material, delivery/transportation charges, conveyance charges, machinery, tools and plant etc.
- 5 The quotation received after stipulated time limit will not be accepted.
- 6 Conditional offers are liable to be rejected. In case, contract terms and condition are also offered, the same shall not be deemed to have been accepted by Office.

### **Scope of Work:**

1. Silver memento shall be prepared in the form of medallion/plaque with embossing of the matter provided by this office along with stain-less steel plate with embossed matter as per following requirement :


Number of Memento	22 (Twenty two) ( Actual quantity may vary as per requirement)
Weight of silver in each memento	300 gm each
Purity of silver	99% (Purity mark should also be embossed in the plaque)
Shape	Oval shaped design (Size approximately 12"/8") and matter on the plate engraved on the silver memento as supplied by Office.
Packaging	Velvet Box

2. Agency shall be responsible for collecting the matter/order from competent authority from Regional Office, preparation of the medallion, packaging and delivering it with proper receipt from competent authority.

### **Other Terms and Conditions**

- 1) Contract shall be for the period of one year which may be extended for one year by Regional Director on the same terms and conditions and rate subject to satisfaction of the work.
- 2) Each silver memento should be BIS Hallmarked by BIS Approved Hallmarking Centre for Quality Authenticity of Silver 99% purity. In addition, Weightment Certificate should also be provided by BIS Approved Hallmarking Center.
- 3) Cost of silver shall be on the prevailing market rate on the date of issue of Purchase/Supply order.

- 4) Supply shall be made within 21 days of date of purchase order.
- 5) The payment shall be made through NEFT/RTGS after supply and verification of bills in triplicate as per the procedure of this office within seven days of delivery. No advance shall be allowed.
- 6) Regional Director reserves his right to accept or reject any or all quotation without assigning any reason thereof.
- 7) In case of any legal matter, the jurisdiction shall be restricted to Ahmadabad Jurisdiction only.
- 8) In event of failure to execute the order as per terms and conditions and the entire satisfaction of this office, the work shall be entrusted to any other party at the risk and responsibility of the contractor and difference of rate along with penalty will be recovered from the contractor debarring him for future.
- 9) In case of dispute, the decision of Regional Director will be deemed as final and binding.
- 10) Transfer of contract or sub contract is not permissible in any circumstance.
- 11) Regional Director reserves his right to divide the whole or part of the work contract among the number of firms without assigning any reasons.

  
(Amit Kumar)  
Deputy Director  
For Regional Director

**To be filled by the Bidder:**

I, as Authorized Representative/Proprietor/Partner/Director of the firm, declare that the firm fulfills eligibility criteria mentioned in tender document. I have read and complied Instructions. Further, Terms & Conditions are unequivocally acceptable.

Signature Name & Designation of Contractor/ Authorized Representative  
( With Stamp and date )

## TECHNICAL BID

Sl.	Description	Detail
1	Name of Company/Firm/Entity	
2	Name of Proprietor/ Partners/ Directors	
3	Full Particulars of Office	
	a) Address	
	b) Telephone No./Mobile No.	
	c) Fax No.	
4	d) E-Mail Address	
	Full Particulars of the Bankers of Company/Firm	
	a) Name & Address of the Bank	
	b) Bank A/C No.	
5	c)IFSC Code No.	
	Registration Details (attach the self attested copies)	
	a) PAN No.	
	b) VAT Registration No./Sales Tax Registration No.	
6	c) Shop And Establishment Registration No.	
	d) BIS Certificate Registration No.	
6	Experience Certificates/Work Order	

*Note: The above format may be used to provide requisite details*

**Date:**

**Name, Signature and Stamp of bidder**

**Place:**

**FINANCE BID**

<b>Particulars</b>	<b>Amount in Rs. (both in words and figures)</b>
Cost of Silver for each item for 300 gms	As per prevailing market rate of silver on the date of Purchase Order
Making and Other Charges (per item)	

- 'Making and Other Charges' shall be inclusive of cost of making charges, manpower, engraving, BIS Hallmarking, Velvet Box, packing and other material, delivery/transportation charges, conveyance charges, machinery, tools and plant etc.
- Taxes and other statutory liabilities shall be as per government rules and firm shall be responsible for compliance of all government taxes/charges/cess/other statutory liability.

Signature Name & Designation of Contractor/ Authorized Representative  
(With Stamp and date)