



Ref. No.: CONVO/20/MEDALS/01

06/03/2020

TENDER NOTICE

**Subject:** Tender for customized Medals to be provided to Rank holders / Prize winners of the Institute

Quotations are invited for above subject from reputed reliable vendors with the experience of making medals for rank holders / prize winners of renowned Universities / Institutions and having authorized trademark license.

**Supply of medal includes:**

- Incorporating emblem and coloured photograph on one side of the medal
- Students and convocation details with Institute logo on the other side.
- The quality & glossiness of the medal should not be defaced over the years

Quotation signed by the bidder in a sealed envelope, superscribed “CONVO/20/MEDALS/01” is to be submitted strictly as per the format (annexure 1) and positively on or before 4:00 p.m. of 20/03/2020 to Ms. Moumita Das/Shri Bhavesh Kumar Sinha, CMA Bhawan at 12, Sudder Street, Kolkata – 700016.

**The participating vendors should provide:**

- Credential of manufacturing and providing medals and having trademark.
- Experience of supply of medal for National level Students’ Convocations minimum three reputed University / Institution with credential and contact details.
- Medal to be provided with customization at least before seven days of the Convocation.

All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. (vii) MICR No. and (viii) GST number.

**Terms & Conditions:**

- The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender. Incomplete bids will be considered unresponsive.
- The order will be placed for the best interest of the Institute.

Intending Tenderers may contact Shri Sudarshan Maity, Dy. Director (Examination) for any queries and/or for visit to venue, during office hours (11.30 a.m. to 5.30 p.m.) on Working Days (Monday – Friday). The participating vendors would have to quote for all the items mentioned in the list and shortlisting of the vendors would be done on aggregate value of the quotation.

**Convener, LPC**

Contd...for Annexure 1



**Annexure 1**

Quotations are invited as per the following format:

**Medals for National Students' Convocation 2020**

<b>Particulars / type</b>	<b>Quantity</b>	<b>Rate inclusive taxes &amp; transportation</b>
Glossed gold colored metal medal with gift box for Final rank holders as per Institute sample	155	
Glossed silver colored metal medal with gift box for Intermediate rank holders as per Institute sample	168	
Total (Rs.)		

GST No.:

Bank details:.....

Signature  
Seal  
Date