



UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR - 751 004

GRAM: UTKAL VIHAR  
TEL./FAX: 0674 2581850

No. Store-10/

2285

/2025,

Dated: 13.03.2025

### TENDER CALL NOTICE

Scaled Tenders are invited from reputed firms/registered dealers/manufacturers for supply of Gold Medals as per specifications available in the website of the Utkal University. The details of materials along with terms and conditions can be downloaded from the University website [www.utkaluniversity.ac.in](http://www.utkaluniversity.ac.in) from the date of publication of this tender on payment of Rs.590/- (Rupees five hundred ninety) only including GST @ 18% in shape of Bank Draft / Bankers Cheque (Non-refundable) in favour of the Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar -4. Intending bidders should submit the sealed tenders on or before dated. 21.03.2025 by 3.00 P.M. in the office of the Registrar, Utkal University along with up-to-date GSTN and PAN certificate along with required EMD as specified in the terms and conditions. The tender will be opened on the same day at 4.00 P.M. in the presence of the Tenderers / Parties or their representatives.

The authority of the University reserves the right to cancel any or all tenders without assigning any reason thereof.

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*13/3/2025*  
**REGISTRAR**



UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR – 751004

**TERMS AND CONDITIONS**

1. Each tender must be accompanied by
  - (a) An EMD of Rs.10,000/- (Rupees ten thousand) only for supply of gold medal in shape of Bank Draft made in favour of Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar payable at State Bank of India.
  - (b) The tenderers must furnish up-to-date GSTN & PAN while submitting their tender.
2. The Cost of item excluding tax and tax payable therein should be quoted separately.
3. In case of selected tender/parties fails to supply as agreed to by the date line, the security deposit will be forfeited.
4. All disputes arising out of the transaction should be subject to the jurisdiction of the Hon'ble High Court, Odisha.

**SPECIFICATIONS FOR SUPPLY OF GOLD MEDALS**

1. The total number of gold medals to be supplied are approximately 150 Gold Medals;
2. Each medal should contain 30 grams of pure silver metal;
3. The medal should be gold plated on both the sides.
4. The diameter of the medals should be 4.0 centimeters approximately;
5. The medal should be embossed on one side the insignia of the University (A) and the other side with the relevant engraved writing matters (B) as shown below (example).

**(A) One side with insignia of the University.**



**(B) The other side with the relevant writing matters.**

Name of Endowment  
Gold Medal  
2024 & 2025

6. The firm has to quote the total cost of a medal inclusive of costs towards making charge of the medal, box cover, strip of the medal and taxes.
7. The firm will have to provide purity guarantee certification along with the gold medals during delivery of the medals to the Director, Students' Welfare, Utkal University.
8. The firm should give an undertaking to the effect that the gold medals will be supplied to the University on or before as per the date intimated later.



UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR - 751004

Tender for Purchase of Gold Medal for the Convocation Day of Utkal University

Price - Rs.590/- (Rupees five hundred ninety) only including GST @18%.

**Registrar**

Name, Address and Phone Number of the Firm:

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Sl. No.	Name of the Item	Quantity required approximately	Rate per medal	Vat
01.	Gold plated Silver Medal including making charge per medal with Box Cover and Strip	Approximately 150 Gold Medals		
Total cost per medal				

Signature of the Firm  
(With Seal)

N.B.: A forwarding letter will be attached by the firm at the time of submission of tender paper.

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**VANI VIHAR, BHUBANESWAR-751004**

No Store-10/

2286

/2025

Dated:- 13.03.2025

**TENDER CALL NOTICE**

Sealed Tender call notice are invited from the intending firms for arrangement of Tent, Light, Sound System, Generator, Flower Decoration, Still photography and Video graph during observance of the 54<sup>th</sup> Convocation of the Utkal University. The details of specifications of works to be undertaken, terms and conditions etc. are reflected in the technical bid of the Tender Paper hosted in University websites [www.utkaluniversity.nic.in](http://www.utkaluniversity.nic.in). Intending bidders after going through the specifications may submit the bid duly filled in along with all the required documents by 3 P.M. on 21.03.2025 and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at 4 P.M. on the same day for selection of the bidder.

The bidders are required to submit their Technical Bid and Financial Bid in separate sealed covers superscribing as Technical Bid & Financial Bid and both the packets in another sealed cover superscribing as "Tender for Selection of Bidder for execution of works in connection with 54<sup>th</sup> Convocation of the Utkal University".

The bids can be sent through Registered Post/Speed Post only so that the same reach the Registrar, Utkal University not later than 3 P.M. of 21.03.2025. Bids received beyond the prescribed time and date shall be summarily rejected. Financial bids of the shortlisted agencies which are found eligible as per the prescribed criteria for the technical bid will be opened for evaluation.

The authority reserves the right to cancel the entire tender process or part thereof without assigning any reason thereof.

Following terms and conditions should be followed at the time of furnishing the quotation.

1. The quotation shall be accompanied by E.M.D. Rs.50,000/- (Rupees fifty thousand) only in the shape of B.D. /B.C. only to be duly pledged in favor of Comptroller of Finance.
2. Copy of GST and Income Tax Certificate should be attached with the application.
3. The parties may visit the venue physically before quoting their price in the tender paper.
4. The authorized staff of the Agency should be present from the beginning to the end of the Programme in order to solve the problems, if occurred, relating to their work, during event.
5. The University authorities reserve the right to accept or reject any or all quotations without assigning any reason thereof.
6. Dispute, if any arises will be settled in the Bhubaneswar Court only.

*K. Debi*  
Registrar 13/3/2025

**Utkal University**

## TECHNICAL BID

### **Documents required to be submitted along with Technical Bid.**

1. Demand Draft of Rs.1,180/- (Rupees one thousand one hundred eighty) only including GST 18% drawn on any Nationalised Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India, U.U Campus Branch V.V Bhubaneswar towards cost of Tender Paper. This amount is Non-Refundable.
2. EMD of Rs.50,000/- (Rupees fifty thousand) only in shape of Demand Draft drawn on any Nationalized Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India, U.U Campus Branch V.V Bhubaneswar. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.
3. Self-attested copy of GST registration certificate with GSTN.
4. Self-attested copy of PAN Card.
5. Self-attested copies of IT return for the last 3 years (up to A. Y. 2024-2025).
6. Self-attested copies of the work orders confirming as proof of execution of similar nature of works not less than Rs.25 lakh as a single bid for last three consecutive years.
7. Audited statement of accounts (Balance sheet and Profit & Loss account) of the Firm for similar nature of business showing turnover not less than Rs.50 lakh each year for last 3 financial years.
8. Bidders are required to undertake all the works as detailed in the '**name of the work with specifications**' and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.

Non-submission of any of the documents as mentioned above will render the bid to be summarily rejected.

### DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I shall be held responsible.

  
Signature of the bidder 13/3/25

## Name Of The Work With Specification

### (A)STAGE

Sl. No.	Name of the Items	Unit	QUANTITY (Approximately)	Rate per each unit	Amount
1	2	3	4	5	6
1.	Cloth Ceiling (Stage)	Sq.ft.	As per requirement		
2.	Cloth Ceiling (Pandal)	Sq.ft.	As per requirement		
3.	Side Cloth Walling (Pandal)	Sq.ft.	As per requirement		
4.	Boundary cloth walling	Sq.ft.	As per requirement		
5.	Stage cloth walling	Sq.ft.	As per requirement		
6.	Box Type Gate (In front of Convocation Pandal and Back gate near RRL)	Nos.	03		
7.	Plastic Chair with (Without Arm)	Nos.	As per requirement		
8.	Chair for stage with Curodian and Handle (Supreme)	Nos.	As per requirement		
9.	Sofa (Single)	Nos.	As per requirement		
10.	Sofa (Double)	Nos.	As per requirement		
11.	Red Mat at Convocation Pandal	Sq.ft.	As per requirement		
12.	Synthetic Carpet for Convocation, Stage and connective road	Sq.ft.	As per requirement		
13.	Provisions of Fire Extinguisher as per specification of Fire Deptt.		As per requirement		
14.	Stage Back side seating	Sq.ft.	As per requirement		
15.	Background Flex	Sq.ft.	As per requirement		
16.	Flex as per require	Sq.ft.	As per requirement		

### (B)LIGHT WORKS

1.	Halogen (LED)	Nos.	As per requirement		
2.	Halogen LED – 100 Wt.	Nos.	As per requirement		
3.	Light arrangement power back-up (Administrative building (New & Old), Parija Library, Convocation Hall, Health Centre, P. G. Council	Nos.	As per requirement		
4.	Generator (as per load) in all side	Nos.	As per requirement		
5.	Air Condition & Cooler on the stage	Nos.	As per requirement		

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### (C) SOUND SYSTEM FO MEETING

1	Sound Box	Nos.	As per requirement		
2	Horn Unit	Nos.	As per requirement		
3	Microphone	Nos.	As per requirement		
4	Amplifier 1000 Wt.	Nos.	As per requirement		
5	Sound Mixture	Nos.	As per requirement		
6	Sound System	Nos.	As per requirement		

### (D) FLOWER DECORATION

1.	Main gate garland, statues of goddess Saraswati, Fakir Mohan, Upendra Bhanja, Godabarisha Mishra, P.K. Parija, M.K. Gandhi – 4ft. long	Nos.	15000 Nos. (Approx)		
2.	Special Garland – 4ft long	Nos.	200 Nos. (Approx.)		
3.	Stage Garland – 4ft. long	Nos.	1500 Nos. (Approx.)		
4.	Convocation Garland – 4ft. long	Nos.	500 Nos.		
5.	Bouquet	Nos.	As per requirement		

### (E) MAN POWER

1.	Adequate manpower to be provided at the Dias, Robing Room, Pandal and Convocation Hall.	Nos.			
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