

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-06-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-06-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	buycon5.vnsgu.surat@gembuyer.in
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Procurement of Convocation Silver Medals with Gold Plating for University Convocation Ceremony; Procurement and supply of customized medals; Buyer premise; One time sup..
अनुबंध अवधि /Contract Period	3 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/ Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/ RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1200000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	60000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Veer Narmad South Gujarat University,
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder

seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:he Bidder must have successfully executed at least 2-3 projects in the past 3 years of providing similar goods (manufacturing/supply of medals, trophies, or similar metal awards) to Central/State Government, PSUs or other Government organizations.

During the (full) duration of contract or contract period Service provider must have a dedicated team of manpower strength of XX to conduct events:Not applicable as the scope of work is limited to supply of customized convocation medals only and does not involve event execution.

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Procurement Of Convocation Silver Medals With Gold Plating For University Convocation Ceremony; Procurement And Supply Of Customized Medals; Buyer Premise; One Time Sup.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Procurement of Convocation Silver Medals with Gold Plating for University Convocation Ceremony
Category of work required	Procurement and supply of customized medals
Event premises	Buyer premise
Duration of event	One time supply
Coverage of the event	Not applicable
Boarding	Not Applicable
Inclusion for the event	Not Required
Seating arrangement	Not Required
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	133

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Shaileshkumar	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Account section
University campus
Veer Narmad South Gujarat University
Udhna magdalla road
Surat 395007

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.

4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Part A: Scope of Work

Supply of Gold-Plated Silver Medals for University Convocation

A. Scope of Work

This bid is for the **design, fabrication, custom engraving, certification, and delivery of gold-plated silver medals** with separate box to be awarded at the convocation of **Veer Narmad South Gujarat University (VNSGU), Surat**.

The supplier shall ensure quality, precision, and timely delivery of the medals as per the specifications provided below.

1. Material and Finish

- Each medal shall be made of **25 gm pure silver with 999 purity**.
 - The silver medal shall be **plated with 24-carat gold**, ensuring a high-quality finish and durability.
 - The medal must be **exactly as per the Photo and Size provided by VNSGU**.
-

2. Design & Custom Engraving

- One side of the medal shall carry the **VNSGU emblem**, for which the die will be provided **by the university, if needed**.
 - The reverse side shall have **custom engraving** based on details that will be provided by VNSGU for each medal as shown in image
-

3. Certificate of Purity

- A **certificate of authenticity/purity** must be provided covering:
 - **999 silver purity**
 - **24-carat gold plating**
 - The certificate should be from a **recognized and competent assayer**.
-

4. Packaging

- Each medal shall be delivered in an **individual presentation/display box**, suitable for formal award ceremonies.

- Each box shall be **labelled or tagged with the corresponding recipient's details**, as provided by the university.
-

5. Delivery Timeline

- The entire lot of medals must be delivered **within 7 calendar days** from the date of **Purchase Order (PO)** issuance.
- All engraving and packaging must be completed within this timeline.



Back Side Image



and

Front side Images

 **Part B: Service Level Agreement (SLA)**

For Supply of Gold-Plated Silver Medals

1. Delivery Timeline

- The complete lot of engraved, gold-plated silver medals shall be delivered **within 07 calendar days** from the date of issuance of the **Purchase Order (PO)**.
-

2. Rejection and Replacement Clause

- Medals not conforming to material purity, design, engraving accuracy, or packaging standards as defined in Part A shall be **rejected** and must be **replaced at the supplier's cost within 03 working days**.
-

3. Documentation Required for Acceptance

- **Material Purity Certificate** (for silver and gold plating) from a recognized assayer.
 - Packaging and engraving must match university-provided details.
 - Acceptance will be granted only after **physical verification** and **written confirmation by the VNSGU end-user department**.
-

5. Governing Terms

- All terms of this SLA shall be governed by:
 - **GeM General Terms and Conditions (GTC)**
 - **Gujarat State Procurement Policy 2024**
 - **VNSGU Procurement Guidelines**, wherever applicable.

Part C: Payment Terms

For Supply of Gold-Plated Silver Medals

1. No Advance Payment

- **No advance payment** shall be made. Payment will be processed only after successful delivery and acceptance of all items.
-

2. Full Payment on Delivery (FPD)

- **100% payment** shall be released after:
 - Submission of tax invoice with applicable GST.
 - Delivery of all medals as per specifications.
 - Submission of **purity certificates** (for both silver and gold plating).
 - Confirmation of **engraving correctness** by VNSGU authority.
 - Acceptance certificate issued by the end-user department.
-

3. Mode of Payment

- Payment will be made through **bank transfer (NEFT/RTGS)** to the vendor's registered account on GeM.
-

4. Statutory Deductions

- Applicable **TDS/GST-TDS or other statutory deductions** will be made at source, as per prevailing laws.
-

Part D: Eligibility Criteria

To participate in this bid, the bidder must fulfill the following minimum eligibility conditions:

1. Legal Entity

- The bidder must be a **legally registered entity** in India:
 - Proprietorship / Partnership / LLP / Pvt. Ltd. / Public Ltd. / Registered Firm.

Proof Required:

- GST Registration Certificate
 - PAN Card
 - Certificate of Incorporation / Firm Registration
-

2. Past Performance / Experience

- The bidder **should have supplied similar custom metal medals/items** to government, PSU, university, or reputed institutions.

Proof Required (any one of the following):

- Copy of Work Order or Purchase Order
- Invoice Copy with Delivery Challan
- Consignee Receipt Certificate (CARC) from GeM
- Self-certification in case of exemption (see below)

Note:

- **Exemption** from this requirement is applicable for:
 - Bidders registered as **MSME (Udyam)** or **Startup (DPIIT-recognized)**
 - **Resellers**, as per GeM policy for low-value goods
-

3. Financial Capacity

- **Minimum turnover of Rs. 10,00,000/-** is mandatory for this bid.

Exemption Clause:

- MSMEs, Startups, and Resellers are **exempt from turnover criteria** as per GeM rules
-

4. EMD (Bid Security)

- **Not applicable**, (as per GeM default setting for product bids below threshold)
-

5. Non-Blacklisting Declaration

- The bidder must not be:
 - Debarred/Blacklisted by **any Government Department, PSU, or Procurement Portal (including GeM)** at the time of bid submission.

Proof Required:

- Self-Declaration on company letterhead
-

6. Local Content & Purchase Preference

- Applicable as per **Make in India Policy** and **Gujarat Procurement Policy 2024**

Supplier Classification:

Class	Local Content Requirement
Class I	≥ 50%
Class II	≥ 20% but < 50%

Proof Required:

- Self-certification of local content (on letterhead)
 - Supporting bill of materials if applicable
-
-

Part E: Submission Guidelines

1. Mode of Submission

- All bids must be submitted **online only via the GeM portal** (<https://gem.gov.in>).
- **No physical documents** are required unless specifically requested (e.g., original DD for EMD).

2. Document Format

- Upload all documents in **PDF format**, clearly labeled and self-attested by the authorized signatory.
- Ensure proper page numbering and annexure references.

3. Mandatory Documents

- Bid Covering Letter
- Legal Documents: PAN, GST, Registration Certificate
- MSME/Startup Certificate (if claiming exemption)
- Price Reasonability Declaration
- Bidder Information Sheet
- Scope Acceptance & Checklist

4. Non-Compliance

- Incomplete or incorrect submissions may lead to **bid rejection** as per GeM and GPP, 2024 rules.
 - GeM portal conditions shall prevail in case of any discrepancy.
-

Annexure I

Confirmation of Acceptance of Scope of Work, SLA, Payment Terms & Technical Compliance Sheet

(To be submitted on bidder's letterhead and signed by the authorized signatory)

To

The Registrar,
Veer Narmad South Gujarat University,
Udhna-Magdalla Road, Surat – 395007, Gujarat, India

Subject: Confirmation of Acceptance of Terms and Technical Compliance

We, the undersigned, hereby confirm:

1. Scope of Work Acceptance

We have read and understood the Scope of Work outlined in the bid document for the supply of *gold-plated silver medals*, as per specifications provided by Veer Narmad South Gujarat University (VNSGU), Surat. We accept all technical and material requirements including:

- Medals to be made of silver (999 purity) with 24-carat gold plating.
- University symbol to be embossed using die (to be provided).
- Custom engraving on each medal as per VNSGU's provided details.
- Certificate of purity for both silver and gold plating.
- Visual and material conformity to provided sample/photo.

2. SLA & Delivery

We agree to deliver the entire consignment within 10 calendar days from the date of purchase order. We understand this is a time-bound contract and undertake full responsibility for timely delivery.

3. Payment Terms

We accept the payment terms as stated: 100% payment will be released after satisfactory delivery, verification, and submission of required documents.

4. Technical Compliance

We confirm full compliance with all technical specifications and conditions of the bid. No deviations are proposed.

Authorized Signatory

Name: _____

Designation: _____

Signature with Seal: _____

Place: _____

Annexure II

Pre-Bid Meeting Participation Certificate with Condition Acknowledgement

(To be submitted on bidder's letterhead and signed by the authorized signatory, if applicable)

To

The Registrar,
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Participation in Pre-Bid Meeting & Acknowledgement of Bid Conditions

We hereby confirm our participation in the **Pre-Bid Meeting** held for the bid titled:

“Supply of Gold-Plated Silver Medals to Veer Narmad South Gujarat University”

- We attended the meeting conducted in **online/virtual mode** as scheduled by the university.
 - We understood all clarifications, instructions, and modifications (if any) discussed during the meeting.
 - We acknowledge that:
 - No site visit is required for this bid.
 - Any corrigendum or clarification shared post-meeting shall be considered as part of the bid terms.
 - All technical and delivery obligations as described in the Scope of Work are understood and acceptable.
-

This declaration is made in good faith as part of our willingness to comply with all bid conditions.

Authorized Signatory

Name: _____

Designation: _____

Signature with Seal: _____

Contact No.: _____

Email ID: _____

Date: _____

Place: _____

Annexure III

Bidder Information Format

(To be submitted on the bidder's letterhead and signed by the authorized signatory)

1. Bidder's General Information

Sr. No.	Details	Bidder's Response
1	Name of the Firm/Company	
2	Type of Entity (Proprietorship/Partnership/Company)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Name & Designation of Authorized Signatory	
7	Contact Number of Authorized Signatory	
8	Email ID of Authorized Signatory	
9	Website (if any)	
10	MSME / Startup Registration No. (if applicable)	

2. Statutory & Compliance Details

Sr. No.	Details	Bidder's Response
11	GST Registration Number	
12	PAN Number	
13	Class of Supplier (I / II / Non-local)	

3. Bank Details for Payment (Give Cancelled Cheque also)

Sr. No.	Details	Bidder's Response
14	Name of the Bank	
15	Branch Address	
16	Account Holder's Name	
17	Account Number	
18	IFSC Code	

Authorized Signatory

Name: _____

Designation: _____

Signature with Official Seal: _____

Date: _____

Place: _____

Annexure IV

Declaration of Turnover, Past Work Experience, and Eligibility for Exemptions (if applicable)

(To be submitted on the bidder's letterhead and signed by the authorized signatory)

To

The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Declaration of Turnover, Past Work Experience, and Exemption Eligibility under Bid Requirements

Part A: Declaration of Average Annual Turnover

We hereby declare that our average annual turnover for the last three financial years meets or exceeds the minimum turnover requirement as specified in the bid document.

Financial Year	Annual Turnover (₹)	CA Certification Attached (Yes/No)
2022–23		
2023–24		
2024–25		

Enclosures Required:

- CA-certified Turnover Certificate(s) for each of the above financial years.
 - MSME/Startup bidders claiming exemption must refer to Part C and attach valid supporting documents.
-

Part B: Declaration of Past Work Experience

We declare that we (or the OEM represented by us) have successfully completed similar or relevant work in the last three financial years as per the bid eligibility criteria.

Sr. No.	Client Name & Address	Work Order No. & Date	Description of Work	Order Value (₹)	Completion/Payment Proof Attached (Yes/No)
1					
2					
3					
4					

Enclosures Required:

Mandatory:

- Copy of Work Order / Contract Agreement

Additionally, any one of the following supporting documents must be provided:

- Work Completion Certificate issued by the client

- Proof of payment received from the client (e.g., Payment Advice / Bank Statement / TDS Certificate)
- **CARC (Consignee's Acceptance and Receipt Certificate)** generated on GeM (if applicable)

Not Applicable – We are claiming exemption under valid MSME/Startup registration (see Part C).

Part C: Declaration of Eligibility for Exemptions (If Applicable)

We claim exemption from one or more of the following bid requirements under valid MSME/Startup status:

Turnover Requirement

Past Work Experience Requirement

EMD (Bid Security) Requirement

We confirm our registration under the following:

Udyam-registered Micro/Small Enterprise (MSME)

Recognized Startup under DPIIT (Startup India)

Enclosures Required:

- Valid Udyam / MSME / Startup Registration Certificate
 - Any additional proof as required under Gujarat State Procurement Policy, 2024
-

Final Declaration

We certify that all the information and declarations made above are true and complete to the best of our knowledge and belief. We understand that any false statement or misrepresentation may result in rejection of our bid and appropriate legal or contractual action.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure V : Class of Supplier Declaration

(To be submitted on the bidder's letterhead and duly signed by the authorized signatory)

We, M/s _____ (Name of Bidder), having our registered office at _____, hereby declare and confirm the following in compliance with the **Gujarat State Procurement Policy, 2024**:

Declaration

1 . Local Content Confirmation

We confirm that the **local content** in respect of the quoted item(s) is _____% and we qualify as:

Class-I Gujarat MSE / Class-I Local Supplier (local content $\geq 50\%$)

Class-II Gujarat MSE / Class-II Local Supplier (local content $\geq 20\%$ but $< 50\%$)

(Tick whichever is applicable)

2 . Eligibility for Purchase Preference

As per GoG Industries and Mines Department Resolution No: **SPO-102021-188460-CH dated 14-03-2024**, we hereby claim eligibility for purchase preference under the Gujarat State Procurement Policy, 2024.

3 . Compliance with Local Content Calculation

We confirm that:

Local content has been calculated as per the formula:

Local content (%) = [(Sale Price – Value of Imported Content) x 100] ÷ Sale Price

Transportation, insurance, installation, commissioning, training, and after-sales services like AMC/CMC have **not** been considered as local value addition.

4□. Details of Local and Imported Content

Sr. No.	Item/Equipment Name	Local Content (%)	Location of Value Addition (State of India)	Imported Content (%) (incl. customs duties)
1				
2				

(Attach additional sheet if required)

5□. Auditor Certification (if applicable):

For bids **above ₹10 crore**, we have attached a certificate from our:

- **Statutory Auditor / Cost Auditor (for Companies)**
- **OR Practicing Chartered Accountant / Cost Accountant (for others)**

certifying the percentage of local content.

(Auditor's certificate format as per Gujarat State Procurement Policy Annexure II)

6□. Declaration of Integrity

We understand that any false declaration shall be considered a breach of the code of integrity under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for up to two years.
- Other legal actions as applicable.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure V - A: Auditor's Certification of Local Content

(For bids above ₹10 crore)

Auditor's Certificate

(To be submitted on the letterhead of the Statutory Auditor/Cost Auditor/Practicing Chartered Accountant)

This is to certify that we have verified the records and books of accounts of **M/s**
_____ **(Name of Bidder)** having its registered office at

The details of **local content** in respect of the items offered under tender no.
_____ for **Comprehensive Maintenance Contract (CMC) of UPS and Inverter Systems with Replacement of Spares and Batteries at Veer Narmad South Gujarat University (VNSGU), Surat** are as under:

Details of Local and Imported Content

Sr. No.	Item Description	Sale Price (₹)	Value of Imported Content (₹)	Local Content (%)
1				
2				
...				

Formula Used for Calculation:

Local content (%) = [(Sale Price – Value of Imported Content) x 100] ÷ Sale Price

- Transportation, insurance, installation, commissioning, training, and after-sales services like AMC/CMC have **not been considered as local value addition.**
-

Auditor's Details:

- Name of Auditor/CA/Cost Accountant: _____
 - Registration Number: _____
 - Firm Name: _____
 - Firm Registration Number: _____
 - Contact Number: _____
-

Declaration by Auditor:

This certificate is issued based on the documents and records produced before us and as per the provisions of the **Gujarat State Procurement Policy, 2024** and the **Public Procurement (Preference to Make in India) Order, 2017** (as amended).

Seal and Signature of Auditor/CA/Cost Accountant

Name: _____

Designation: _____

Membership No.: _____

Date: _____

Annexure VI

Self-Declaration Regarding Non-Blacklisting

(To be printed on the bidder's letterhead and signed by the authorized signatory)

To

The Registrar

Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

In reference to the bid titled “[Insert Bid Title]” issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby solemnly declare and affirm that:

1. **We have not been blacklisted**, debarred, suspended, or banned from participating in any procurement process by any Central or State Government department, Public Sector Undertaking (PSU), Autonomous Institution, or Government agency (including Government e-Marketplace [GeM]) in India, as on the date of bid submission.
2. We further declare that no criminal proceedings are pending against the bidder or any of its directors/partners that would affect our ability to participate in this procurement process.
3. We understand that if this declaration is found to be false or misleading at any stage, our bid may be summarily rejected, or the contract may be terminated without any liability on the part of the University.

Declaration

We hereby declare that the above information is true and correct to the best of our knowledge and belief.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure VII

Self-Declaration Regarding Land Border Sharing Country

(To be printed on the bidder's letterhead and signed by the authorized signatory)

To
The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Declaration Regarding Compliance with Rule 144(xi) of General Financial Rules (GFR), 2017

Sir/Madam,

In reference to the bid titled “[Insert Bid Title]” issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under:

1. That I/we am/are not from a country which shares a land border with India as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and as amended by Government of India.

OR

2. That I/we am/are from a country which shares a land border with India, and I/we have been registered with the Competent Authority as defined in the said Rule. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed herewith.

Please tick as applicable:

Not from a country sharing land border with India

From a country sharing land border with India and registered with Competent Authority
(Registration Certificate attached)

Declaration

We hereby certify that the above information is true and complete to the best of our knowledge and belief. We understand that any misrepresentation may result in rejection of our bid or cancellation of the contract.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Annexure VIII Price Reasonability Certificate

(To be submitted on the bidder's letterhead, duly signed and sealed)

To

The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Price Reasonability Certificate for [Name of Product/Item Category] under Bid No.

Dear Sir/Madam,

We hereby certify that:

1. **The rates quoted in our bid are reasonable and justified**, based on prevailing market rates, product specifications, and associated services offered.
2. The offered price:
 - Is comparable to the price of similar goods/services supplied to other Government organizations, PSUs, or reputed private institutions.
 - Has not been increased for the current tender and is consistent with prices offered in other recent bids or supply orders.
3. We also confirm that **no lower price** has been quoted for the same product or service to any Government/PSU/Autonomous institution or any buyer on GeM in the last six months for comparable quantity and terms.
4. In the event of discovery of any lower quoted price for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including price reduction or disqualification.

We assure full cooperation and submission of supporting documents, invoices, or client POs if required by the audit or evaluation committee.

Sincerely,

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory
