



**OFFICE OF THE REGISTRAR  
KHALLIKOTE UNITARY UNIVERSITY; BERHAMPUR.  
PIN CODE- 760 001, GANJAM, ODISHA**

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No.3246

Date:10.11.2023

**SHORT QUOTATION CALL NOTICE**

Sealed quotations are invited from registered firms dealers having IT, Pan and up-to-date GSTN registration towards supply of Gold Plated Medals for 1<sup>st</sup> Convocation Day, 2023 of Khallikote Unitary University, Berhampur.

**Terms & Conditions:**

1. An amount (Non-refundable) of Rs.500/-(Rupees Five hundred only) towards cost of Request for proposal be deposited in the shape of DD drawn in favour of the Comptroller of Finance, Khallikote Unitary University, Berhampur.
2. Deposit of EMD @ 2% (Refundable) of the estimated value of the goods in the shape of DD drawn in favour of the Comptroller of Finance, Khallikote Unitary University, Berhampur.
3. The firm shall quote both the Technical Bid consisting of all technical details along with commercial terms & condition and Financial Bid indicating item-wise price per unit as per our specification including all Taxes, Transportation and installation. Technical bid and Financial Bid should place in separate sealed covers duly superscribed each and send the same in a sealed cover super scribed with the Quotation Call Notice through **Speed Post/ Registered Post** only.
4. These quotations shall remain in force for the Financial Year 2023-24.
5. Materials in good condition should be delivered at the Central Stores, Khallikote Unitary University, Berhampur- 760001.
6. In case of imported articles, the selected firm will take necessary steps for exemption of Custom Duty etc. at its own risk.
7. The firm should supply the articles within two weeks from the date of issue of Purchase/Supply Order.
8. Copy of IT of previous three financial years, PAN Card, valid & up-to-date GST Registration Certificate and Audited Financial Statement of previous three financial years must be enclosed with Quotation/Tender Paper.
9. Quotation/Tender, incomplete in any respect, is liable for rejection.
10. The University reserves all the rights to modify the terms & conditions, extension of last date of receipt of Quotation and to accept or reject any/ all Quotations in full or in part without assigning any reason thereof.

11. Depending on the urgency of the situation, penalty shall be imposed in case of delay in delivery of goods and services.
12. Payment shall be made after necessary verification of the goods. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment caused due to verification of the quality and quantity of the Goods by the competent Technical person of the University.
13. The Quotation completed in all respect should reach the undersigned on or before **20.11.2023** through **Speed Post/ Regd. Post only** and the quotation shall be opened on the next day at **12.00 noon**.

### **Specification for Gold Plated Medal for the 1<sup>st</sup> Convocation, 2023**

1. Standard Medal Size: 50gms. (Diameter-2 inch)
2. Medal be made of silver with gold plated.
3. Logo and the name of the Khallikote Unitary University on the Medal on front side.
4. 1<sup>st</sup> Convocation, 2023 on the Medal in front side of the Medal.
5. Name of the candidate, subject on the other side of the Medal.
6. Hanging Tag of Gold Colour or Wheat Colour.

  
10.11.2023  
Registrar

Memo No. 3247 Date:10.11.2023

Copy of Quotation Notice along with all terms and conditions and specification forwarded to the OIC, Website for information & he is requested to publish the same in the University website by 11.11.2023.

Copy forwarded to the COF/ Accounts Section for information and necessary action.

Copy forwarded to PS to Vice Chancellor/ PA to Registrar for information.  
Copy to University Notice Board.

  
10.11.2023  
Registrar

SAMPLE

ONE SIDE



OTHER SIDE



  
11-2-23  
Registrar