

# **TENDER NOTICE**

## **FOR SUPPLY OF SILVER MEMENTOES AT UTTAR PRADESH GRAMIN BANK, HEAD OFFICE, LUCKNOW**

### **IMPORTANT DATES**

<b>DATE OF ISSUE OF TENDER NOTICE</b>	<b>30.07.2025</b>
<b>LAST DATE AND TIME OF SUBMISSION OF TENDER</b>	<b>21.08.2025 up to 05:00 P.M.</b>
<b>DATE OF OPENING OF TENDER (TECHNICAL BID)</b>	<b>25.08.2025 at 03:30 P.M.</b>

**Uttar Pradesh Gramin Bank  
HR Department, Head Office  
NBCC Commercial Complex, Vardan Khand Gomti  
Nagar Extension, 2nd and 3rd Floor Lucknow – 226010 (U.P.)  
(Mob No 7318016893)**

**General Manager (HRM)**

**Date : 30.07.2025**

## **NOTICE INVITING TENDER FOR SUPPLY OF SILVER MEMENTOES**

Uttar Pradesh Gramin Bank, Head Office, Lucknow invites sealed tenders (2 bid system) from reputed, highly experienced dealers/manufacturers for the supply of 527 numbers of Silver Mementoes weighing 100 grams each & 20 numbers of Silver Mementoes weighing 50 grams each in terms of approved sample available with us. Number may be increased or decreased by 25%. The sample is available for inspection at our office during office hours (i.e. 10.00 am to 5.00 pm on any working day except 2<sup>nd</sup> & 4<sup>th</sup> Saturday and holiday).

### **Terms and Conditions:-**

- i. Purity of the silver should be hallmarked as 999 purity on each coin with weight and purity certificate.
- ii. Delivery period -10- days from the date of placing the order.
- iii. Bank reserves the right to inspect the material during the process of manufacturing.
- iv. For cost of the SILVER, rate of silver will be considered as per the previous day rate published in **The Economic Times** of the day of purchase order placed.
- v. Payment will be made within -7- working days on delivery of the Mementos, upon submission of the bill. No request for advance payment will be entertained.
- vi. The shortlisted supplier will have to submit undertaking that the coins to be supplied are of the desired quality, purity, weight and size. Deviation from the same will make liable the supplier for any action decided by the Bank. Delay in supply may result in penalty as decided by the Bank.
- vii. Bank may accept or reject any tender without assigning any reason. Bank's decision in this connection shall be final and conclusive and no claims/ dispute from any quarter in this regard will be entertained.
- viii. Suppliers/Manufacturers should have experience in supplying SILVER MEMENTOS. Experience means having supplied or executed similar works during last five years.

The tender document should be in a sealed cover super scribed "**Tender for Silver Mementoes**" with the following details should reach us by 05.00 PM on or before 21.08.2025 and Technical bids will be opened on 25.08.2025 at 03.30 PM.

The tender should contain the following particulars:

1. Making charges, if any
2. Cost of suitable Velvet Box
3. Charges for engraving and hallmarking and certification
4. GST number
5. Total cost per Silver Mementoes inclusive of packing and delivery charges.
6. Experience in this field.

Interested parties may contact our Office at the following address between 10.00 am to 5.00 pm to inspect the sample. Acceptance of any or more tender (s) will be at absolute discretion of the Bank. Bank reserves the rights to reject any or all the tenders without assigning any reason.

The sealed offers in two bid system i.e. "**TECHNICAL BID**" containing details about the firm/company as per **Annexure-I** with necessary supporting documents and "**FINANCIAL BID**" as per **Annexure-II(a), Annexure-II(b) & Annexure-II(c)** containing only details about the rates to be submitted to :

**The General Manager**  
**Uttar Pradesh**  
**Gramin Bank Head**  
**Office**  
**NBCC Complex, Vardan Khand, Gomti Nagar**  
**Extension, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Lucknow(UP) -**

in two separate envelopes - one for **technical bid** and another for **financial bids** (both envelopes should be kept in another envelope).

Tender document to reach our office on or before 21.08.2025 by 05.00 PM. The envelopes should be super scribed - **Tender for Silver Mementoes (1) Technical bid. (2) Financial bid** (Silver Mementoes). Financial Bids of only those bidders will be opened who qualify in the Technical Bid. Date of opening of Financial Bids will be communicated to the bidders who will qualify the technical bid in due course.

Incomplete tenders shall not be considered. Tenders received after the above time and date shall be liable for rejection. The bank reserves its right to reject all or any tenders without assigning any reasons thereof at any stage. In case of any holiday/strike or any kind of Bandh coincides with the last date of submission, same will automatically shift to the next working day with same time of tender opening for which bidders/representatives of bidders may be present. No separate communication will be sent to the bidders while opening technical bid.

**The General Manager**  
**Uttar Pradesh**  
**Gramin Bank Head**  
**Office**  
**NBCC Complex, Vardan Khand, Gomti Nagar**  
**Extension, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Lucknow(UP) -**

Date: 30.07.2025

## Technical Bid

### Tender for supply of Silver Mementoes in Uttar Pradesh Gramin Bank, Head Office, Lucknow

1	Name of the Organization/Firm/Vendor	
2	Address with Phone No., e-mail	
3	Year of establishment	
4	Status of Firm (Company/Firm/Proprietary)	
5	Name of Directors/ Partners/ Proprietor	
6	Whether registered with Registrar of companies/ Registrar of Firms - if so, mention number, date & copy of Registration certificate etc. ((enclose respective documentary proof))	
7	GST Registration No. (enclose respective documentary proof)	
8	PAN No. (enclose respective documentary proof)	
9	Whether on the approved panel of any Govt. Dept/ PSU/ Banks, if any (enclose respective documentary proof)	
10	Whether ISO certified. If yes, furnish the details & copy thereof.	
11	Details of similar works executed (Attach documentary proof)	
12	Details of Year- wise Turn Over (Amt. In lac) ((enclose respective documentary proof))	
	F.Y. 2022-23	
	F.Y. 2023-24	
	F.Y. 2024-25 (provisional may be submitted if financial statements not audited for F.Y. 2024-25)	
13	Any other relevant information along with documentary proof	

I have duly read the terms and conditions of this tender and undertake to abide by all the terms and conditions thereof.

I/We confirm that to the best of my/our knowledge this information is correct and understand that any deliberate concealment will amount to disqualification at any stage.

Place:

Date:

(Seal and Signature of Bidder)

## Proforma -1

### List of similar Works Executed by the Dealer / Bidder during Last -5- Years (As On 31.03.2025)

Sl. No.	Nature of Work	Name & full postal address of the Govt. Dept/ PSU/ Banks Specify Contract Amount (Rs.)	Stipulated time/Period of completion (Months)	Actual time of completion (Months)	Any other relevant information Actual amount of the project, if increased , give reasons	Enclose clients certificate for satisfactory completion

Place:

Date:

(Seal and Signature of Bidder)

## Other Terms & Conditions:

1. Tender should be submitted in a sealed envelope.
2. The Manufacturing of the Silver Mementoes will be as per specification provided by the bank.
3. Sample of Silver Mementoes for design, packing & engraving may be seen at our office between 10.00 am to 5.00 pm on any working day from 31.07.2025 to 21.08.2025 except 2nd & 4th Saturday and holiday. Delivery of Silver Mementoes at our Head Office should be made strictly within 10 days of the order.
4. In case of delay in supply of order within stipulated 10 days, penalty of Rs.10, 000/- (Rupees Ten thousand only) per week shall be charged and adjusted from the final bill.
5. The EMD for tender is Rs.1,50,000/-, which should be submitted through Demand Draft in favour of Uttar Pradesh Gramin Bank, Head Office, Lucknow, payable at Lucknow, which shall be refunded without any interest thereon, to the unsuccessful bidders/tenderers, after completion of tender process.
6. In case of L-1, the EMD as mentioned above shall be treated as caution money. In case of back out of L-1 tenderer, Caution Money amount shall be forfeited otherwise it may be paid with final bill.
7. The supplier of Silver Mementoes should be authorized dealer in Silver with valid licenses. The supplier shall provide certificate of weight and 999 purity, with regard to Silver Mementos i.e., each coin.
8. Average turnover of the last three financial years of tendering firm should not be less than Rs.80 Lakhs.
9. The price of silver will be determined as per previous day closing, silver price published in **The Economic Times** on the day of placing order.
10. The supplier shall provide certificate of 999 purity with regard to Silver Mementoes supplied to the Bank.
11. The full and final payment will be made after supplying of full delivery and subsequent examination of mementoes and production of bill.
12. Tender should be submitted in prescribed fully filled as per the attached Performa.
13. Tender will be opened on date 25.08.2025 at 3.30 PM.
14. All the vendors are required to provide PAN and GST allotted to them by the respective authorities.
15. The rates should be inclusive of all taxes & charges.
16. Bank reserves the right to reject any or all tenders without assigning any reason.
17. L-1 will be derived taking making, velvet box, engraving charge and delivery charges of Silver Memento.
18. For any further clarifications, please contact on Mob : 73180 16893
19. In case of any discrepancy in the weight and purity, the Bank shall reserve its right to take suitable legal action against the firm.
20. The L-1 will be decided by costing of other than Silver cost & Taxes as these are same for all bidders.

## INSTRUCTIONS TO TENDERERS

1. All pages of the tender document to be initialed and stamped. All pages of tender Documents shall be initialed at the lower right hand corner or signed wherever required in the tender papers by the Tenderer or by a person holding power of attorney authorizing him to sign on behalf of the Tenderer before submission of tender.
2. **Rates to be in figures and words:** The Tenderer should quote in English both in figures as well as in words, the rate and amount tendered by him in the Schedule of Rates for each item and in such a way that interpolation is not possible. The amount for each item should be worked out and entered and requisite totals should be given of all items both in figures and in words. The tendered amount for the work should be entered in the tender and duly signed by the Tenderer.
3. **Corrections and Erasures:** No corrections and alterations in the entries of tender papers shall be permitted. If any they should be signed and dated in full by the Tenderer. Corrections with white fluid and overwriting are not permitted. The tender shall contain the names, postal address of the residence and place of business of authorized person signing the tender and shall be signed in /his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by a Corporation shall be signed by an authorized representative, and a power of Attorney on their behalf should be annexed with the tender. A copy of the partnership deed of the firm with names of all partners shall be furnished.

**Signature of Tenderer**

**Address**

**Date:**

## **DECLARATION (Declaration to be given preferably on Letter Head)**

**The General Manager  
Uttar Pradesh  
Gramin Bank Head  
Office  
NBCC Complex, Vardan Khand, Gomti Nagar  
Extension, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Lucknow(UP) -**

Dear Sir,

1. I / We, hereby submit the quotation in the prescribed proforma and understand that if any information is found to be false at a later date, contract made between tenderer and Uttar Pradesh Gramin Bank, may be treated as invalid at discretion of bank.
2. I / We agree that the decision of Uttar Pradesh Gramin Bank in selection of tenders will be final and binding on me / us.
3. All the information furnished in the attached forms are correct to the best of my / our knowledge.
4. Bank shall have the authority to verify all the information provided by me / us.
5. All supporting documents shall be provided by us as and when desired by the bank to prove authenticity of the information furnished.

Place:

Signature:

Date:

Name & Designation:

Firm/Vendor/Organization:



**FINANCIAL BID**

**For supply of Silver Mementoes in Uttar Pradesh Gramin Bank, Head Office, Lucknow**

Name of the Organization	
Address (with phone numbers)	
Year of Establishment	
Status of Firm (Company/ Firm/ Proprietary)	

Description	Rate/piece	Total Price per piece (in Rs.)
Specifications for Cost of each memento (coin) for <b>Total Qty : 527</b> a. Weight- 100 gram b. Diameter- 2.5” c. Purity- 99% with engraving on memento & kept in a box as per specification	As per previous day closing, Silver price published in <b>The Economic Times</b> on the day of placing order. Please mention indicative rate as per the description for 100 grams. For closing date.....	
Making charge		
Velvet Box charge with Bank's name & Logo		
Engraving, hallmarking and certificate charges		
Delivery charge		
GST etc.,	(please mention separately)	
<b>Grand Total (in Rs.)</b>		
<b>Grand Total (Rs.) in words:</b>		

NOTE: Rates should be inclusive of all taxes, charges etc.

I have duly read the terms and conditions of this tender and abide by all the terms and conditions thereof.

Place:  
Date:

**(Seal and Signature of Tenderer)**

Firm/Vendor/Organization:

**FINANCIAL BID**

**For supply of Silver Mementoes in Uttar Pradesh Gramin Bank, Head Office, Lucknow**

Name of the Organization	
Address (with phone numbers)	
Year of Establishment	
Status of Firm (Company/ Firm/ Proprietary)	

Description	Rate/piece	Total Price per piece (in Rs.)
Specifications for Cost of each memento (coin) for <b>Total Qty : 20</b> a. Weight- 50 gram b. Diameter- 2.0” c. Purity- 99% with engraving on memento & kept in a box as per specification	As per previous day closing, Silver price published in <b>The Economic Times</b> on the day of placing order. Please mention indicative rate as per the description for 50 grams. For closing date.....	
Making charge		
Velvet Box charge with Bank's name & Logo		
Engraving, hallmarking and certificate charges		
Delivery charge		
GST/VAT/etc.,	(please mention separately)	
<b>Grand Total (in Rs.)</b>		
<b>Grand Total (Rs.) in words:</b>		

NOTE: Rates should be inclusive of all taxes, charges etc.

I have duly read the terms and conditions of this tender and abide by all the terms and conditions thereof.

Place:  
Date:

**(Seal and Signature of Tenderer)**