



No. GE-77/2/2024-GEN

Dated: 24/09/2025

EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF SILVER MEDALLIONS

The Additional Commissioner & Regional Director, ESIC West Bengal & Sikkim Regions, invites **Expression of Interest (EOI)** from prospective suppliers to be empanelled/registered in terms of Rule 150 of the GFR 2017 for preparation and supply of **silver medallions** for the superannuating employees of this office for a period of 1 year, which may be extended to another 06 months if required, subject to fulfilment of the required terms & conditions.(enclosed)

The supply will be required in a staggered manner, as per the orders of the Competent Authority. Specification of the goods and the detailed Terms & Conditions (T&Cs)

The EOI, duly sealed, should be addressed to:

The Additional Commissioner & Regional Director
ESIC Regional Office (General Branch, 1st Floor)
5/1, Grant Lane, Kolkata – 700 012.

Last Date for Submission of EOI: Within **15 days** from the date of publication of this advertisement. For any details/clarifications, the agency can contact through email id: general-wb@esic.nic.in

Sd/-
(Additional Commissioner & Regional Director)
ESIC, West Bengal & Sikkim Regions

TERMS AND CONDITIONS

01. Total Quantity required: As per requirement
 02. Years of Past experience required in the business/sector: 1-3 years
 03. This contract is governed by the General Terms and Conditions, conditions as stipulated to this Product/Service as provided in the marketplace.
 04. This contract between the Seller and the Buyer, is for the supply of the Goods and/or services, detailed in the schedule above, accordance with the General Terms and Conditions(GTC) unless otherwise superseded by Goods/Services specific Terms and Conditions (STC) and Additional Terms and Conditions (ATC), as applicable.
 04. The Purchaser reserves the right to increase or decrease the quantity upto 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
 05. After award of contract- Successful Bidder shall have to get detailed design Drawing approved from buyer before starting fabrication. Successful Bidder shall submit Detailed Design Drawings for Buyer's approval, within 5 days of award of contract. Buyer shall, either approve the drawing or will provide complete list of modification required in the drawings within 5 days. Seller shall be required to ensure supply as per approved Drawings with modifications as communicated by Buyer. If there is delay from buyer side in approval of drawing-the delivery period shall be refixed without LD for the period of delay in approval of Drawing.
 06. Actual delivery is to be done at the following address:
ESIC Regional Office-Kolkata, Panchdeep Bhawan,
5/1, Grant Lane, Kolkata-700 012.
- In case of non-delivery of the items within due date, the same will be prepared and cost will be recovered.
07. The agency should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
 08. Experience Criteria: The Bidder should have experience in this sector or business for atleast 1-3 years.
 - 2.6 The seller should not assign the contract in whole or part without obtaining the prior written consent of buyer.
 09. The seller is required to print logo as per buyer's requirement. The silver will carry 04(four) markings including:-
 1. BIS Mark
 2. Purity/fineness of 925 fineness/92.5% purity.
 3. Assay centre's identification mark
 4. Year of marking
 10. The price of the silver for the medallion will be determined by the market rate as provided in esteemed dailies at the consignee location (Kolkata) . The rate (loose silver) for silver price will be as recorded in The Business Standard/ The Financial Express / The Economic Times/ Anandabazar Patrika newspaper on the following day of issue of work order.
 11. Random test of purity will be done and in case if any deviation detected/found, legal action will be initiated forthwith and also a fine of Rs 50,000/- INR will be imposed.
 12. The agency will be fully liable for safe delivery of the medallions. If any item is found

broken/damaged, the same will not be accepted under any circumstances and the vendor will be held liable for such action.

13. All disputes or differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts in Kolkata.

14. Terms of Payment: 100% after delivery and verification of items at this office within 15 working days from the date of receipt of items.

Additional Terms and Conditons

- 1) Printing content language will be in Hindi/English depending upon ESIC Regional Office Kolkata i.e Buyer Dept. instructions
- 2) The assigned work must be completed along with the supply of the ordered items within 5 days, as per requirement of office from time to time.(in a staggered manner).
- 3) Contract period will initial be for one year from date of award of work and may be extended for another 06 months (if needed be) at the discretion of the buyer at the same rate and other T&Cs.
- 4) The ESIC Regional Office Kolkata reserves the right to terminate the contract at any time in case of any unsatisfactory service of the concerned vendor.

5)

Sl.No.	Description	
01	300gms of silver(92.5% purity)	As applicable on the date of supply of medallion/Date of issue of work order.
02	Making charges per 300 gms	To be quoted
03	Engraving charges	To be quoted
04	Acrylic Box	To be quoted
05	GST	(As applicable)
	Total	

Details :

Sl.No.	Particular	
01.	Actual size of silver plaque	30cm (W) x 22cm(H)
02.	Size of acrylic box	40.5 cm (W) x 33cm(H) x 2.5cm (Thickness)
03.	Shape	Oval with frame
04.	Weight	300gms. of 925.0 fineness