

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Kalyanpur, Kanpur, U.P.-208016



Tender Document

Notice Inviting Tender
for
Procurement of Gold Medals, Silver Medals, Gold plated Silver Medals &
Silver Trays for 59th Convocation-2026

Tender No. : **IITK/SSPC/Convocation/2026/01**

Bid Submission Deadline: May 21, 2026, 05:00p.m.

(DEAN OF STUDENTS' AFFAIRS)

Address: Office of the Dean of Students' Affairs,
4th Floor Faculty Building Annexee
Indian Institute of Technology Kanpur
Kalyanpur, Kanpur, UP- 208016
Phone Number: 0512-2596817

NOTICE INVITING TENDER

Tender No.: - IITK/SSPC/Convocation/2026/01

Date: May 11, 2026

“Tender Document for the Supply of Medals & Trays as per **Annexure B** for 59th Convocation-2026”

1. Introduction

Indian Institute of Technology Kanpur invites sealed tenders/bid from reputed and eligible vendors with supply outlet in Kanpur who possess proven experience in the supply of high-quality Gold and Silver Medals & Trays etc. as per Annexure B which are preferably fare for academic awards or similar recognition to educational institutions or other organizations.

2. Scope of Work

This tender is for the procurement of high-quality Gold and Silver Medals & Trays etc. to be presented as academic awards to deserving students of the Institute at the Convocation-2026. The selected vendor shall be responsible for the supply and delivery of the specified products to the DOSA Office, IIT Kanpur.

3. Requirements

Quotations are invited for the supply of the following items at Indian Institute of Technology Kanpur for the academic recognitions to the students of the Institute at 59th Convocation-2026. The product specifications, for the different medals for the Convocation 2026, are given in Table 1:

Table 1: Product specifications

1	Type of Medals*	Gold (14ct) and Gold (9ct)	Silver (925 Sterling)	925 Sterling silver with 9ct Gold Plated	Silver Trays
2	Shape	Round	Round	Round	Oval
3	Embossing/ Engraving	Both Sides	Both Sides	Both Sides	As per requirement by Buyer and back side IIT Kanpur logo with Name only
4	Plating Material	Gold	Silver	Gold Plated	Silver
5	Stamping Process	Embossing	Embossing	Embossing	Engraving
6	Embossing/Engraving Content	As per Buyer's Requirement	As per Buyer's Requirement	As per Buyer's Requirement	As per Buyer's Requirement
7	Lanyard to be (To hold Medal)	Ribbon	Ribbon	Ribbon	NA

8	Agreed to provide an Advance Sample	Yes	Yes	Yes	Yes
9	Material of the Medal	Gold	Silver	925 Sterling silver with 9ct Gold Plated	Silver
10	Lanyard Material/Color/Printing	Polyester/Red (as per buyer's requirement)	Polyester/Red (as per buyer's requirement)	Polyester/Red (as per buyer's requirement)	NA
11	Medals Finished/Polished with	As per Buyer's Requirement	As per Buyer's Requirement	As per Buyer's Requirement	NA

*Numbers are mentioned in Table 2 (product details).

Indenting Department:

DEAN OF STUDENTS' AFFAIRS,
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

The details of the customized Gold Medals, Silver Medals, Gold-plated Medals & Silver Trays for Chief Guests are given in Table 2:

Table 2: Product details

Sl. No.	Name of the Medals	Type	Carat for Gold/ Sterling for Silver	Weight	Qty.
1	Director's Gold Medal (4-year)	Gold Medals	14ct Gold	12gms	01
2	Director's Gold Medal (5-year)		14ct Gold	12gms	01
3	President's Gold Medal		14ct Gold	12gms	01
4	General Proficiency Medal	Silver Medals	925 sterling Silver	25gms	17
5	Proficiency Medal		925 sterling Silver	25gms	10
6	Outstanding Ph.D. Thesis Award		925 sterling Silver	25gms	27
7	Silver Trays for Chief Guests	Silver Trays	925 sterling Silver	250gms	02
8	Suman Gupta Gold Medal	925 Sterling Silver Medals with 9ct Gold Plated	925 sterling Silver with 9ct Gold Plated	6 gms	01
9	Dr. Vishwanath Bajpai Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01
10	Bhagwan Das Sanghi Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	12 gms	01
11	Dr. Prateek Mishra Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	10.01 gms	01

12	Chandra Prabha and Charan Dass Gupta Gold Medal		925 sterling Silver with 9ct Gold Plated	10.2 gms	01
13	Dr. Rukmini Saraswat Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01
14	Bogineni Cheenchu Rama Naidu Gold Medal		925 sterling Silver with 9ct Gold Plated	15 gms	01
15	Vibha Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01
16	Batra Gold Medal		925 sterling Silver with 9ct Gold Plated	14 gms	01
17	Mehta M.Tech Gold Medal		925 sterling Silver with 9ct Gold Plated	12.1 gms	01
18	Dr. Vijay K. Varma Talent Award		925 sterling Silver with 9ct Gold Plated	100 gm	01
19	The E. Kerala Varma Raja Award		925 sterling Silver with 9ct Gold Plated	100 gm	01
20	P.T. Narasimhan Natural Sciences Prize		925 sterling Silver with 9ct Gold Plated	25 gm	02
21	Dr. S.D. Bokil Memorial Award		925 sterling Silver with 9ct Gold Plated	25 gm	01
22	Smt. Dipti N. Mistry Gold Medal for Fundamental Contributions in Energy Sciences	Gold Medal	9ct Gold	5 gm	01

1. Tender Schedule

Bid Security or Earnest Money Deposit	The bidders must furnish Rs. 1,50,000/- as EMD in the form of a Demand Draft/FDR/BG in favour of the Registrar, IIT Kanpur, payable at Kanpur. The EMD is to be submitted at the address given below. Bids without EMD will be summarily rejected.
Performance Security	You are required to deposit 03% of the Contract Value should be deposited to the Institute in shape of Account Payee Demand Draft (DD) / FDR / e-Bank Guarantee / Bank Guarantee to be paid in favor of " The Registrar, IIT Kanpur ", payable at Kanpur only to the below-mentioned address.

Address for submission of EMD and PS	Office of the Dean of Students' Affairs, 4th Floor Faculty Building Annexee Indian Institute of Technology Kanpur Kalyanpur, Kanpur, UP- 208016 Phone Number: 0512-2596817
Inviting tender date	May 11, 2026, at 3:00 p.m.
Pre-Bid Meeting Clause	Interested bidders may attend the Pre-Bid Meeting at their own cost, if they so desire. The meeting shall be conducted in offline mode at the address specified in this tender document on 19 May 2026 at 3:00 PM (zoom meeting) . <u>Address:</u> Office of the Dean of Students' Affairs, 4th Floor Faculty Building Annexee Indian Institute of Technology Kanpur Kalyanpur, Kanpur, UP- 208016 Phone Number: 0512-2596817
Last date and Time for submission of Tender/Bid/s	May 21, 2026, till 5:00 p.m.
Date and Time of Opening of Technical Bid of Tenders	May 25, 2026, at 3:00 p.m.
Estimated Value of work	Rs. 26, 00, 000.00

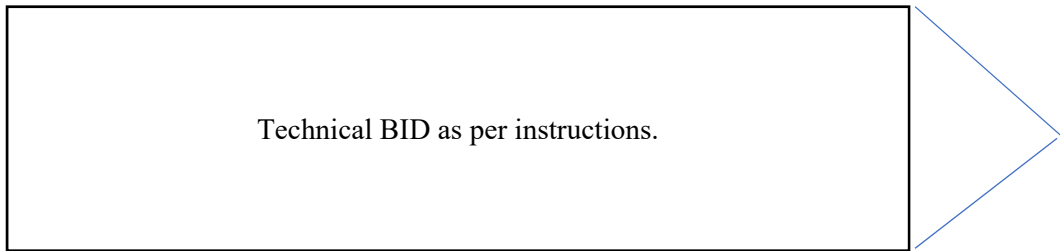
1. The bidders are requested to quote their lowest rates for the supply of above items in price bid.
2. Bids should be submitted in the below mentioned office by hand or by speed post to the following address:

The Dean,
Office of the Students' Affairs,
4th Floor, Faculty Building Annex,
Indian Institute of Technology, Kanpur
Kalyanpur, Kanpur, U.P.- 208016

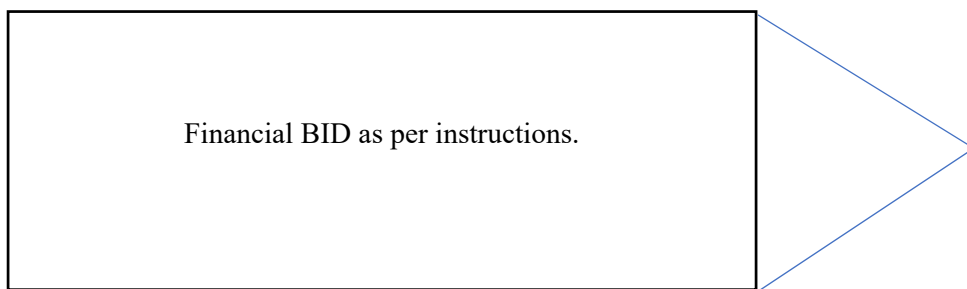
Terms and Conditions:

The offer should be submitted under TWO-BID (system) i.e. "Technical bid" and "Financial bid" to the office addressed mentioned above. Both Technical and Financial Bids should be sealed in separate envelopes super-scribing the '**technical bid**' and '**financial bid**' respectively and put inside a big envelope. The Big Envelope should be super scribed "**Bids for procurement of Gold Medals, Silver Medals, Gold plated Silver Medals & Silver Trays**".

- a) **Technical bid (Part 1)** consists of all technical details along with EMD of the specified amount (In Original) along with supportive documents related to the eligibility criteria. All the pages included as a part of Bid Documents should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. **No information regarding price/s should be mentioned in this part. Any price indication in the Technical bid will be summarily rejected.**



b) **Financial bid (Part 2)** indicating price/s for the items/services mentioned in tender documents.



1. **First stage: only the technical bid (Part 1) shall be opened and evaluated.**
2. **Second stage: The Financial bids (Part 2) of only the technically qualified vendors will be opened for evaluation.**

Among all qualified bids, the lowest bid will be termed as "L1 bidder". L1 bidder will be decided on Overall basis.

1. All relevant documents duly filled, signed and sealed must be submitted along with tender documents in bid. The bidder is expected to examine all instructions or terms and conditions in the Bid document. Failure to furnish relevant information may result in rejection of their bids.
2. The bids received will be opened by a purchase committee. Only one representative of the bidder will be allowed to participate in the tender opening.
3. **The vendor must provide a certificate of purity for the gold used in the medals from a recognized and certified assayer/hallmarking center. Thus, certificate must accompany the delivery of the medals.**
4. The selected vendor will have to supply the required items (gold medals, silver medals, gold plated medals and silver trays) within 07 days from the date on which the institute hands over the list of the awardees. In special circumstances, the change in the name of awardees (if any) will be done by the vendor, free of cost (making charges).
5. In case of any exigencies, the vendor will have to arrange the supply of any special items (if required), as per the direction of the institute within the stipulated time.

6. **No advance payment will be given for supply of the items. Payment will be made against the delivery of the Goods as per requirement in accordance with the Institute rules as mentioned in Purchase order.**
7. Prior to the acceptance of the bid, the institute reserves the right to call for samples or demonstrations and the selected bidder will be liable to supply the samples or demonstrations free of cost, which will be sent for testing at its chosen lab which shall not be objected by the bidder.
8. If any fraudulent document submitted by the vendor/firm is detected at any stage during the procurement or after the procurement, the institute will take appropriate legal action against the vendor/firm including the recovery of two times of purchase order/award of work.
9. The design and the text for embossing/engraving will be provided by the Institute. The SSPC Office, IIT Kanpur will provide the dyes for the different medals to the selected bidder for the purpose of preparation of the medals and it is mandatory to return back those dyes to the SSPC office after completion of work. The engraving must be sharp, clear, and durable. If any damage or lost is found then the suitable penalty will be imposed on the Supplier.
10. Each medal must be individually packed in an elegant and appropriate protective case or box suitable for presentation.
11. Vendor have the facility such as spectrometer to check the purity.
12. It is the responsibility of the vendor to deliver all the articles at SSPC Desk, DOSA Office, IIT Kanpur.

Technical and Qualifying criteria

1. The bidder should have been operating business within Kanpur and dealing with the supply of gold medals, silver medals, gold-plated silver medals, etc. or similar items for at least 10 years or more. (A copy of proof of registration, i.e. business license, to be attached along with the technical bid).
2. A copy of the GST Registration Certificate, PAN, and three years' ITR have to be attached with the bid. Average Annual Turnover last 3 financial years for OEM must be Rs. 2.40 Crore, and for other than OEM, Rs. 30 Lakhs.
3. A tender acceptance letter in Appendix-1, Land Border Sharing Certificate in Appendix-2 and Local Content Certification in Appendix-3 must be attached along with the technical bid.
4. EMD exemptions will be provided to suppliers who are registered under MSE.
5. The bidder should have proven experience in the supply of required items to educational institutions or other organization for awards of recognition purposes and has successfully completed similar or related work order of value at least Rs. 25 lakhs in the last five years (Provide the supporting documents such as past supply orders, completion certificates, or clients testimonials- specifically related to the supply of gold and silver medals and mementos for such events).
6. Validity and Price of the Quotation will be 30 days from the Date of opening of Financial Bid.

Terms & Conditions:

1. Box, Ribbon and Hallmark purity / BIS certificate (as per GOI norms from a recognized govt approved assayer) for each Articles must be provided by the Supplier.
2. IIT Kanpur may check the purity and other measurements by the Third Party. If any discrepancy will arise a suitable penalty will be imposed on the Vendor as per the institute clause.
3. Payment will be made as per the actual weight/price based on the price bid.
4. The quantity of Silver Trays/ Medals may increase and the supplier will provide the same at quoted price.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
The Dean of Students' Affairs,
IIT Kanpur-208016

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc. .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Certificate for Tender
(To be given on Company Letter Head)

Date: _____

To,
The Dean of Students' Affairs,
IIT Kanpur-208016

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017

Tender Reference No: _____

Name of Tender / Work: - _____

1."I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

2. "I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all the requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Declaration for Local Content

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: _____

To,
The Dean of Students' Affairs,
IIT Kanpur-208016

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

1. Country of Origin of Goods being offered: _____
2. We hereby declare that items offered has _____% local content.
3. Details of location(s) at which the local value addition is made: _____

“*Local Content*” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“**False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.*”

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

TECHNICAL BID DOCUMENTS

(To be submitted as a part of the Technical Bid on company letterhead)

Bidder's Name: _____

Address and Contact Details: _____

Tender Ref. No. _____ Tender Title: _____

Sl. No.	Description (Mandatory Compliance)	Submitted (Yes/No)	Page No.
1.	The bidder should have been in the business of operating within Kanpur		
2.	The bidder dealing with the supply of gold medals, silver medals, gold-plated silver medals, etc. or similar items for at least 10 years or more. (A copy of proof of registration, i.e. business license, to be attached along with the technical bid).		
3.	PAN and GST Certificates		
4.	Earnest Money Deposit (EMD)		
5.	Last three years' ITR (F.Y 22-23,23-24 & 24-25)		
6.	Average Annual Turnover for OEM will be Rs. 2.40 Crore, and for other than OEM, Rs. 30 Lakhs in the last three financial years.		
7.	The bidder should have proven experience in the supply of required items to educational institutions or other organization for awards of recognition purposes and has successfully completed similar or related work order of value at least Rs. 25 lakhs in the last five years.		
8.	Validity and Price of the Quotation will be 30 days from the Date of opening of the Financial Bid		
9.	Work Completion Certificate, if any		
10.	Appendix I, II, III		
11.	Product Specification (As per Table-1)		

Signature of the Authorized Person

Date: _____

Full Name: _____

Place: _____

Company Seal: _____

Financial Bid

Annexure B

Sl. No.	Name of the Medals	Type	Carat for Gold/ Sterling for Silver	Weight	Qty .	Gold/ Silver Value	Making Charges	Medal Value	Taxes	Total Value
1	Director's Gold Medal (4-year)	Gold Medals	14ct Gold	12gms	01					
2	Director's Gold Medal (5-year)		14ct Gold	12gms	01					
3	President's Gold Medal		14ct Gold	12gms	01					
4	General Proficiency Medal	Silver Medals	925 sterling Silver	25gms	17					
5	Proficiency Medal		925 sterling Silver	25gms	10					
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8	Suman Gupta Gold Medal	925 Sterling Silver Medals with 9ct Gold Plated	925 sterling Silver with 9ct Gold Plated	6 gms	01					
9	Dr. Vishwanath Bajpai Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01					
10	Bhagwan Das Sanghi Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	12 gms	01					
11	Dr. Prateek Mishra Memorial Gold Medal		925 sterling Silver with 9ct Gold Plated	10.01 gms	01					
12	Chandra Prabha and Charan Dass Gupta Gold Medal		925 sterling Silver with 9ct Gold Plated	10.2 gms	01					
13	Dr. Rukmini Saraswat Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01					
14	Bogineni Chenchu Rama Naidu Gold Medal		925 sterling Silver with 9ct Gold Plated	15 gms	01					
15	Vibha Gold Medal		925 sterling Silver with 9ct Gold Plated	10 gms	01					

16	Batra Gold Medal		925 sterling Silver with 9ct Gold Plated	14 gms	01					
17	Mehta M. Tech Gold Medal		925 sterling Silver with 9ct Gold Plated	12.1 gms	01					
18	Dr. Vijay K. Varma Talent Award		925 sterling Silver with 9ct Gold Plated	100 gm	01					
19	The E. Kerala Varma Raja Award		925 sterling Silver with 9ct Gold Plated	100 gm	01					
20	P.T. Narasimhan Natural Sciences Prize		925 sterling Silver with 9ct Gold Plated	25 gm	02					
21	Dr. S.D. Bokil Memorial Award		925 sterling Silver with 9ct Gold Plated	25 gm	01					
22	Smt. Dipti N. Mistry Gold Medal for Fundamental Contributions in Energy Sciences	Gold Medal	9ct Gold	5 gm	01					

*Validity and Price of the Quotation will be 30 days from the Date of opening of the Financial Bid.

Signature of the Authorized Person

Date: _____

Full Name: _____

Place: _____

Company Seal: _____