

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Kalyanpur, Kanpur, U.P.- 208016



TENDER DOCUMENT

Notice Inviting Tender

for

Procurement of Gold Medals, Silver Medals, Gold plated Medals &
Silver Trays for Chief Guests for 58th Convocation-2025

Tender No.: **IITK/SSPC/Convocation/2025/01**

Date: May 28, 2025

Bid Submission Deadline: **~~June 04, 2025, 03:00 p.m.~~**

Extended Deadline: June 09, 2025, 03:00 p.m.

Chairperson (Senate Scholarships and Prizes Committee)

FB-272 E, Faculty Building

Indian Institute of Technology Kanpur,

Kalyanpur, Kanpur, U.P.- 208016

NOTICE INVITING TENDER

Tender No.: - **IITK/SSPC/Convocation/2025/01**

dated, **28.05.2025**

Tender Document for the Supply of Gold Medals, Silver Medals, Gold Plated Medals & Silver Trays for Chief Guests for 58th Convocation-2025

1. Introduction

Indian Institute of Technology Kanpur invites sealed tenders from reputed and eligible local vendors based in Kanpur who possess proven experience in the supply of high-quality gold medals, gold plated medals, etc. preferably 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 medals, gold plated medals, silver medals, gold plated medals etc. to be presented as academic awards to deserving students of the Institute at the Convocation-2025. The selected local vendor shall be responsible for the manufacturing, supply, and delivery of the gold medals to the designated location within Kanpur.

3. Requirements: -

Quotations are invited for the supply of the following items at Indian Institute of Technology Kanpur for the academic recognitions of the students of the Institute at 58th Convocation-2025. Summary of the items required for the different medals for 58th Convocation-2025 are as follows: -

No.	Product Specifications	Qty- 22 (appr.)	Qty- 55 (appr.)	Qty- 11 (appr.)	Qty- 02 (appr.)
1	Type of Medals	GOLD	SILVER	GOLD PLATED	SILVER TRAYS
2	Shape	Round	Round	Round	Oval Shaped
3	Embossing/Engraving	Both Sides	Both Sides	Both Sides	One Side
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	Agreed to provide an Advance Sample	Yes	Yes	Yes	Yes
8	Material of the Medal	Gold	Silver	Silver	Silver
9	Medals Finished/Polished with	As per Buyer's requirement	As per Buyer's requirement	As per Buyer's requirement	As per Buyer's requirement

Indenting Department: -**SENATE SCHOLARSHIPS AND PRIZES COMMITTEE (SSPC)**
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

The detailed specifications of the customized Gold medals, Silver Medals, Gold plated Medals & Silver Trays for Chief Guests are as follows: -

No.	Name of the Medals	Type	Carat	Weight	Qty.
01.	Batra Gold Medal	G O L D M E D A L S	18ct.	14gms	01
02.	Bhagwan Das Sanghi Memorial Gold Medal		14ct	12gms	01
03.	Bhagwani Devi Maheshwari Gold Medal		14ct	12gms	01
04.	BogineniChenchu Rama Naidu Gold Medal		14ct	15gms	01
05.	Director's Gold Medal (4-year)		14ct	12gms	01
06.	Director's Gold Medal (5-year)		14ct	12gms	01
07.	Dr. Prateek Mishra Memorial Gold Medal		14ct	10gms	01
08.	Mehta M.Tech Gold Medal		14ct	12gms	01
09.	President's Gold Medal		14ct	12gms	01
10.	Prof. A.S.R. Sai Gold Medal		14ct	12gms	01
11.	Mrs. & Mr. S. N. Mittal Gold Medal		14ct	06gms	01
12.	Suman Gupta Gold Medal		14ct	06gms	01
13.	Trilok Chandra Goel Memorial Gold Medal for Ecological Sustainability		22ct	05gms	01
14.	Dr. Vishwanath Bajpai Memorial Gold Medal		18ct	10gms	01
15.	Prof. PutchaVenkateswarlu Memorial Gold Medal		14ct	06gms	01
16.	Prof. Burton J. Moyer Memorial Gold Medal		14ct	06gms	01
17.	Vibha Gold Medal		22ct	10gms	01
18.	Shrimati Tara Dube and Shri Raj Deva Dube Memorial Gold Medal		14ct	06gms	01
19.	Best All-Rounder Girl Student of 2-year Master's Programme Gold Medal		14ct	12gms	01
20.	Prof. SamaresKar Memorial Gold Medal		14ct	05gms	01
21.	Dr. Rukmini Saraswat Gold Medal		22ct	10gms	01
22.	Chandra Prabha and Charan Dass Gupta Gold Medal		18ct	10gms	01
23.	General Proficiency Medal	Silver Medals	-----	25gms	17
24.	Proficiency Medal		-----	25gms	10
25.	ShriGhisaLalKamdar Memorial Medal		-----	25gms	01
26.	Outstanding Ph.D. Thesis Award		-----	25gms	27

27.	Dr. Shanker Dayal Sharma Medal	G O L D P L A T E D	-----	25gms	01
28.	Prof. Adidam Sri RangaSai Memorial Medal		-----	25gms	01
29.	Prof. Baldeva Upadhyaya Gold Medal		-----	25gms	01
30.	Smt. Shashi Pundir Memorial Medal		-----	25gms	01
31.	Dr. S.D. Bokil Memorial Medal		-----	25gms	01
32.	Sangeeta Pradhan Memorial Medal		-----	25gms	01
33.	Silver Medal for Excellence in Education by Sitaram Jindal Foundation		-----	100gms	02
34.	Smt. Rani Devi Pathak and Shri Chandra Sen Pathak Memorial Medal		-----	100gms	01
35.	Dr. Vijay K. Varma Talent Award		-----	100gms	01
36.	The E. Kerala Varma Raja Award		-----	100gms	01
37.	Silver Trays for Chief Guests	Silver Trays		250gms	02

Note: -

1. The above mentioned medals must be of the specified carat with a purity certification (hallmarked) from a recognized assayer.
2. 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.
3. The dye of the medal listed at Sl. No. 36 is to be prepared by the selected bidder.
4. Each medal must be individually packed in an elegant and appropriate protective case or box suitable for presentation.

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	Rs. 70,000/- <i>(Rupees Seventy thousand only)</i> (in favour of “ REGISTRAR, IIT KANPUR ”)
Start date and Time for submission of Tenders	28.05.2025 at 03:00 p.m.
Last date and Time for submission of Tenders	04.06.2025 till 03:00 p.m.
<u>Extended time</u>	09.06.2025 till 03:00 p.m.
Date and Time of Opening of tenders	04.06.2025 at 03:30 p.m.
<u>Extended time</u>	09.06.2025 at 04:30 p.m.

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

Chairperson (Senate Scholarships and Prizes Committee)

FB-272 E, Faculty Building
Indian Institute of Technology Kanpur,
Kalyanpur, Kanpur, U.P.- 208016

Terms and Conditions: -

The offer should be submitted under TWO-BID i.e. “**Technical bid**” and “**Financial bid**” to the office addressed mentioned above. **Both Technical and Financial Bids should be sealed separately and put inside a big envelope. The Big Envelope should be superscribed “Bids for procurement of Gold Medals, Silver Medals, Gold plated Medals & Silver Trays for Chief Guests for 58th Convocation-2025”:**

- a) **Technical**bid (Part 1) consisting of all technical details with required EMD amount(**Rs. 70000/-**). Technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria (copies of documents/certificates like GST registration/PAN/Authorization letters/PO or work order copies as proof of supply/ work done, tax related documents etc.).All the pages included as Tender Documents should be legible, neatly numbered and signed by authorizes person with official seal of the Firm as acceptance of the terms and conditions.

No information regarding price should be mentioned in this part. Any price indication in the Technical bid will be summarily rejected.

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

In stage-one, only the **Technical** bid (Part 1) shall be opened and evaluated.

In stage-two, the **Financial** bids (Part 2) of only the technically qualified and acceptable offers 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 L1 basis i.e. purchase of Gold medals, silver medals, gold plated medals, etc.

1. All applicable or 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 all information required as per the tender documents may result in rejection of their bids.
2. The bids received will be opened by a committee duly constituted for this purpose. Only one representative 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. This certificate must accompany the delivery of the medals.**
4. The quantity mentioned in the tender document may vary depending upon the requirements of the Institute.
5. 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.
6. 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.
7. **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.**
8. Prior to the acceptance of the bid, the Institute reserved 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.
9. 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.
10. IIT Kanpur reserves the right to get the gold medals tested for purity independently at a certified laboratory. If the purity is found to be below the specified standard, the entire consignment will be rejected, and the vendor will be liable for any associated costs.

Technical and Qualifying criteria

1. The bidder should have been in the business operating within Kanpur and deals with the supply of the gold medals, silver medals, gold plated 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. Copy of the GST Registration Certificate, PAN, Three years ITR have to be attached with the bid. Average Annual Turnover of last three years must be not less than 50 crores (copy must be attached).
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. **Desirable:** - The bidder should have a minimum of 10 year of proven experience in the supply of required items with specific experience in supplying to educational institutions or other organization for awards of recognition purposes and has successfully completed five (05) similar or related work order each of value at least Rs. 10 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 medals, silver medals, etc. for such events).

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

To,
The Chairperson
Senate Scholarships and Prizes Committee
Indian Institute of Technology Kanpur

Sub: - Acceptance of Terms & Conditions of Tender No. dated

Name of the Tender/Work:-

Dear Sir,

1. In reference to above, I/we are enclosing irrevocable tender for “.....”
.....”
as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the supply in accordance with terms and conditions, specifications as detailed in the tender document.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents) which form part of the bid and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. I/we enclose herewith the documentary evidence of my/our experience of supply of items of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender documents.
4. I/we had read entire tender documents and hereby unconditionally accept all the terms and conditions laid down in the tender document.
5. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and belief. It is also understood that I/we shall be liable to be debarred, disqualified in case of any information furnished by me/us found to be incorrect.

Signature of the Bidder with date
(Official seal)

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

Date: _____

To,

The Officer-in-charge

Central Stores & Purchase

IIT Kanpur-208016

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

Tender Reference No: _____

Name of Tender / Work: _____

"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.]"

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Declaration for Local Content
(To be given on OEM 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 Officer-in-charge
Central Stores & Purchase
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 OEM, with Official Seal)