भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No.:140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni,
Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: - QUOTATION FOR DESIGN AND SUPPLY OF GOLD-PLATED SILVER MEDALS FOR INSTITUTE CONVOCATION AT IIIT NAGPUR.

Supplier Name: - **M/s**	**Ref No.: IIITN/ADMIN/MEDALS /QUOT/2026-27/12**	**Date of issue: - 08.10.2026**
Ph No: -	**Last Date of Submission: - 14/10/2026 up to 03.00 PM At IIIT Nagpur Permanent Campus**	
Email id: -	**Opening Date of Quotation (Likely to be): - 14/10/2026 at 03.30 PM**	

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for **Procurement of Gold-Plated Silver Medals for Institute Convocation at IIIT Nagpur.**

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 14/10/2026 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non-responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS MAY BE REJECTED.

A. MEDALS SPECIFICATIONS:

Sr No	Type of Medals	**Silver Medal with Gold Plating** **Size- 2.25 Inch** **Total Weight 100 gm**	**Silver Medal with Gold Plating** **Size- 1.8 Inch** **Total Weight 50 gm**
1.	Shape	**Round**	**Round**
2.	Engraving	**Both Sides**	**Both Sides**
3.	Reference Image	**Front**  	**Front** 
		Back  	**Back** 
4.	Lanyard Material / Colour/ Printing	**As per Institute Requirement**	**As per Institute Requirement**
5.	Qty	**01 Nos**	**06 Nos**

B. GENERAL TERMS AND CONDITIONS: -

1. **Advance Sample:** The selected bidder shall provide an advance sample of the medal to IIIT Nagpur for inspection and approval before commencement of production and supply. The final supplied medals shall strictly conform to the approved sample in terms of design, dimensions, weight, workmanship, finish and engraving.
2. The vendor must provide a certificate of purity for the gold / Silver used in the medals from a recognized and certified assayer/hallmarking center. Thus, certificate must accompany the delivery of the medals.
3. The design, logo, wording and text to be engraved on the medals shall be provided/approved by the Institute. The engraving shall be sharp, clear, legible, accurate and durable and shall conform to the approved design.

4. Each medal shall be individually packed in an elegant, appropriate and protective presentation case/box suitable for ceremonial presentation. The packaging shall protect the medal from scratches, damage, tarnishing and other defects during transportation and storage.
5. 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.
6. IIIT Nagpur 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.
7. The Institute reserves the right to increase or decrease the quantity of medals as per its requirement. In case of an increase in quantity, the supplier shall supply the additional quantity at the approved/quoted unit rate.
8. The Successful Bidder shall have to supply maximum period of **07 days** from the date of issue of Purchase Order.
9. The supplied medals shall be subject to inspection and acceptance by the Institute. Any medal found defective, damaged, incorrectly engraved, underweight, or not conforming to the approved specifications/sample shall be replaced by the supplier at no additional cost to the Institute.
10. The Payment shall be released only **after successful completion of supply, inspection and acceptance** of the medals by the Institute. The Payment shall be released within 15 days of submission of the Invoice after deducting statutory dues like GST as applicable subject to submission of proper invoice.
11. Payment shall be made on the basis of the actual quantity supplied and accepted and the applicable unit rate/actual weight, as specified in the approved price schedule, subject to verification and acceptance by the Institute.
12. In case of any delay beyond the approved timeframe, the Selected Bidder shall be liable to pay compensation at the rate of 0.5% of the quoted Price of the work per week of delay on the part of the Selected Bidder subject to a maximum of 10% of the total Contract Value.
13. Any dispute arising out of this contract shall be subject to the jurisdiction of courts at Nagpur only.
14. **Any amendment or corrigendum regarding this Quotation will be issued on the Institute website www.iiitn.ac.in only.**

I/c Registrar

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Proprietorship / Partnership / Private Limited or Cooperative body etc)	
5	Registration No of Firm (Enclose Copy of the Registration)	
6	GST Registration No. (Enclose Copy of the GST Certificate) ***If GST is not applicable enclose CA Certificate***	
7	PAN No. (Enclose Copy of PAN Card)	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	

"FORMAT OF QUOTATION ENQUIRY"

Ref No.: IIITN/ADMIN/MEDALS/QUOT/2026-27/12 **Date: - 08.10.2026**

SUBJECT: - QUOTATION FOR DESIGN AND SUPPLY OF GOLD-PLATED SILVER MEDALS FOR INSTITUTE CONVOCATION AT IIIT NAGPUR.

Sr. No	Particular	Total Quantity/ Unit	Per Unit Amount in Rs.	Total Amount in Rs.
1	**Silver Medal with Gold Plating** **Size- 2.25 inch** **Total Weight 100 gm**	**01 Nos**		
2.	**Silver Medal with Gold Plating** **Size- 1.8 inch** **Total Weight 50 gm**	**06 Nos**		
A	Basic Toal			
B	Less, Education Institutional Discount			
C	Subtotal (A-B)			
D	Add, GST / Taxes (on C)			
	Total Quoted price in Figures Rs (C + D)			
Total Quoted price in Words Rs.				

1. The Price quoted by the Bidder shall be fixed for the duration of the contract and shall not subjected to adjustment on any account.
2. The Bidder with lowest Total Quoted Price (L1) shall be selected subject to fulfillment of all the other applicable conditions of the Quotation.

Note: - Price / Commercial bid & other details should be furnished as per Institute's prescribed format failing which the price / commercial Bid may be treated as unresponsive and may lend to disqualification.