Indian Institute of Information Technology Lucknow
Chak Ganjaria (C.G.) City,
Lucknow – 226002, (U.P) – India
भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
चकगंजरिया (सी.जी.) सिटी, लखनऊ 226002 - उत्तर प्रदेश, भारत
Web: https://www.iiitl.ac.in | Email: contact@iiitl.ac.in

F.No: IIITL/Non-GeM/Medals/2026-27/___	**Date: 13.11.2026**

RATE ENQUIRY NOTICE

Subject to the fulfilment of the terms and conditions given hereunder, sealed rate quotations are hereby invited from reputed and authorised manufacturers / suppliers for the Supply of Convocation Medals (Gold, Silver & Bronze) required for the Convocation Ceremony of the Indian Institute of Information Technology Lucknow (IIIT Lucknow), C.G. City, Lucknow – 226002. The sealed quotation, duly signed by the authorised signatory along with all supporting documents, shall be submitted by 24.11.2026 (05:00 P.M.). Quotations received after the due date and time shall not be entertained. Quotations shall be opened on 25.11.2026 at 12:00 Noon.

1. Quotation Reference No.	IIITL/Non-GeM/Medals/2026-27/01
2. Name of the Work	Supply of Convocation Medals (Gold, Silver & Bronze) for IIIT Lucknow
3. Last Date & Time for Receipt	24.11.2026 at 05:00 P.M.
4. Date & Time of Opening	25.11.2026 at 12:00 Noon
5. Estimated Quantity	Gold – 24 Nos., Silver – 24 Nos., Bronze – 24 Nos. (approx., final order based on exact number of recipients)
6. Estimated Cost	As per prevailing market rates (incl. all taxes)
7. Validity	60 days from date of opening of quotation
8. Quantity	As per Annexure – I

9. Address for Submission of Quotations:

The Assistant Registrar,
Store & Purchase Section,
Indian Institute of Information Technology, Lucknow,
C.G. City, Lucknow – 226002, (U.P.) – India
E-mail: purchase@iiitl.ac.in

10. Quotations shall be submitted as per the format given in Annexure – I (Scope of Supply & Item Specifications) and Annexure – II (Price Bid Format).

11. The sealed envelope must clearly indicate: Quotation Reference No. IIITL/Non-GeM/Medals/2026-27/01, Last Date: 24.11.2026, and the firm's name and contact details on the cover.

Enclosures:

Annexure – I (Scope of Supply & Medal Specifications)
Annexure – II (Price Bid Format)
Annexure – III (Bank Mandate / EFT Form)

Sd/-
Assistant Registrar
सहायक कुलसचिव
Store & Purchase Section

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Terms and Conditions

1. This Rate Enquiry does not constitute a tender or contract. IIIT Lucknow reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

2. The prices quoted must be firm, inclusive of all taxes, duties (GST, customs, etc.), packing, forwarding, and delivery charges up to IIIT Lucknow, C.G. City, Lucknow – 226002.

3. The quotation must be submitted in a sealed envelope superscribed with: "Quotation for Convocation Medals – Ref. No. IIITL/Non-GeM/Medals/2026-27/01."

4. The quotation must remain valid for a minimum period of 60 (sixty) days from the date of opening.

5. Delivery shall be completed within 20 (twenty) days after the approval from IIIT Lucknow.

6. Design/Artwork of the proposed medals (all three types) must be submitted along with the quotation or within 7 days of quotation submission for approval.

7. The design/artwork for the engraving on both sides of each medal must be submitted within 7 days after getting the PO. No production shall commence without written approval.

8. The customisation of medals (name engraving / personalisation) shall be carried out by the supplier as per data provided by the Institute at the time of order.

9. The vendor must furnish: (a) GST Registration Certificate; (b) PAN Card; (c) Proof of experience in manufacturing/supplying medals/trophies of last 3 Financial years in Govt/PSU/Educational Institution; (d) at least two purchase order copies of Rs. 3 Lakhs and above from previous clients. Failing to submit documents may lead to disqualification.

10. The vendor should have their own plant & Machinery & Dye Setup. Documents and Photos of equipment using in Production of Medals and photos of Medals/Dyes manufactured by them of previous years shall be mandatorily submitted**.** Payment shall be made after satisfactory delivery and inspection of the medals as per PO terms. TDS shall be deducted as applicable.

11. In case of any defect, deficiency, or deviation from specifications, the vendor shall replace the defective items at no extra cost within 7 days.

12. The Institute reserves the right to increase or decrease the quantity ordered. The final quantity will be confirmed at the time of issuance of the Purchase Order.

13. Canvassing in any form shall disqualify the vendor.

14. Quotations received after the due date and time shall not be considered under any circumstances.

15. Disputes, if any, shall be subject to the jurisdiction of competent courts at Lucknow, Uttar Pradesh.

16. The vendor shall comply with all applicable laws, regulations, and IIIT Lucknow's guidelines during the execution of the order.

17. The Institute may conduct factory/premises inspection before or after award of order, at its discretion.

भंडार एवं क्रय विभाग
Indian Institute of Information Technology, Lucknow
भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

Annexure – I

Scope of Supply & Medal Specifications

Quotation Reference No.	IIITL/Non-GeM/Medals/2026-27/___

Bidders are requested to quote rates for the following medals as per the specifications given below. The Institute reserves the right to revise quantities at the time of order.

S.No.	Type	Dia.	Weight	Base Metal	Plating	Side A	Side B	Qty.
1	Gold Medal	4 cm	35g (min.)	Silver metal	5 micron electroplating of 9 carat	Institute Name + Logo	Student Name, Enrolment No., Programme Name, Batch Year	24 Nos.
2	Silver Medal	3 cm	25g (min.)	Silver metal	Standard silver finish	Institute Name + Logo	Student Name, Enrolment No., Programme Name, Batch Year	24 Nos.
3	Bronze Medal	3 cm	As per standard	Bronze	Standard bronze finish	Institute Name + Logo	Student Name, Enrolment No., Programme Name, Batch Year	24 Nos.

Optional Add-ons (to be quoted separately):

S.No.	Item	Qty.	Unit	Rate (₹)
1	Velvet Box / Case for medal (individual, per medal)	72	Nos.	
2	Ribbon (for neck medal) – colour as specified by Institute	72	Nos.	

Note: The vendor must submit a physical sample of each medal type (Gold, Silver & Bronze) along with the quotation or within 7 days. Samples shall be subject to approval by the competent authority of IIIT Lucknow.

Customisation: Each medal shall be engraved / personalised as per data provided by IIIT Lucknow. The cost of customisation must be included in the quoted unit rate.

Signature & Seal of Vendor with Date

Annexure – II

Price Bid Format

Quotation Ref. No.:	IIITL/Non-GeM/Medals/2026-27/___	**Date:**	

Name & Address of Vendor:

GST No.:

PAN No.:

S.No.	Description of Item	Qty.	Unit	Unit Rate (₹) excl. GST	GST Amount (₹)	Total Amount (₹) incl. GST
1	Gold Medal (4cm dia., 35g, silver base, 9-carat gold 5 micron electroplating, customised engraving both sides)	24	Nos.			
2	Silver Medal (3cm dia., 25g, silver base, standard silver finish, customised engraving both sides)	24	Nos.			
3	Bronze Medal (3cm dia., bronze base, standard bronze finish, customised engraving both sides)	24	Nos.			
4	Velvet Box / Case for medal (individual)	72	Nos.			
5	Ribbon for neck medal (color as specified)	72	Nos.			
	GRAND TOTAL (incl. all taxes, delivery charges)					

Note: (i) Prices must be inclusive of all taxes, duties, packing, insurance, and delivery charges on FOR IIIT Lucknow basis. (ii) GST shall be mentioned separately. (iii) Any conditional / incomplete quotation shall be liable to be rejected.

Signature & Seal of Vendor with Date

Annexure – III

Bank Mandate / EFT Form

To be filled by the Vendor / Supplier and submitted along with the quotation for Electronic Fund Transfer (EFT) / RTGS / NEFT payment.

Name of the Firm / Vendor	
Bank Name	
Branch Name & Address	
Account Number	
Account Type (SB / CA / CC)	
IFSC Code	
MICR Code	
PAN Number	
GST Registration Number	
Mobile / Contact No.	
E-mail ID	

I/We hereby declare that the above bank details are correct and that the payment for the supply of Convocation Medals may be made through electronic transfer as per the details given above.

Signature & Seal of Vendor with Date