

|                                                                                   |                                                                                                                                                                          |                                                                                                                                                                                   |                                                                                     |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | सामग्री प्रबंधन अनुभाग<br>भारतीय प्रौद्योगिकी संस्थान, रुड़की<br>रुड़की-247667, हरिद्वार, उत्तराखण्ड, भारत<br>Phone-(O) 01332-28-4293, 4693<br>E-mail: mmiitr@iitr.ac.in | Material Management Section<br>Indian Institute of Technology<br>Roorkee-247667 (Haridwar)<br>(Uttarakhand) (India)<br>Phone-(O) 01332-28-4293, 4693<br>E-mail: mmiitr@iitr.ac.in |  |
|                                                                                   | GSTIN-05AAALI0033R42Z                                                                                                                                                    |                                                                                                                                                                                   |                                                                                     |
|                                                                                   | PAN-AAALI0033R                                                                                                                                                           |                                                                                                                                                                                   |                                                                                     |

### निविदा प्रलेख / Tender Document

**No. 2026270100/MM-6/IITR/2026-27/Medals for Convocation-20/SCSP Office/RT-1/417**

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

**17-Aug-2026**

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/authorized supplier/dealer for the following items. **Manual bids will not be accepted.**

वस्तु की तकनीकी विशिष्टताएँ / Technical Specifications of item:

| Sr. No                                                                                                                                 | Name of item / Specifications                       | QTY                     | UOM     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------|---------|
| 1                                                                                                                                      | Gold, Silver & Bronze Medals for Convocation - 2026 | Please refer Appendix-V |         |
| (For Detailed Technical Specification Plz refer Appendix-V)                                                                            |                                                     |                         |         |
| नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।                                                                                     |                                                     |                         |         |
| Note-1: Please quote the Rate & Taxes of the item separately.                                                                          |                                                     |                         |         |
| Note-2: E-way bill is to be issued by the Venders/Transporter                                                                          |                                                     |                         |         |
| Note-3: The HSN / SAC Code of the item must be mentioned.                                                                              |                                                     |                         |         |
| For Reasonability of Rates, The firm must enclose the last two supply orders for the same item with Financial Bid (Appendix-III) only. |                                                     |                         |         |
| Critical Date Sheet                                                                                                                    |                                                     |                         |         |
| 1                                                                                                                                      | Published Date                                      | 17-Aug-2026             | (18:30) |
| 2                                                                                                                                      | Bid Document Download / Sale Start Date             | 17-Aug-2026             | (18:40) |
| 3                                                                                                                                      | Seek Clarification Start Date                       | 17-Aug-2026             | (18:50) |
| 4                                                                                                                                      | Seek Clarification End Date                         | 20-Aug-2026             | (16:00) |
| 5                                                                                                                                      | Pre Bid Meeting Date                                | 21-Aug-2026             | (15:00) |
| 6                                                                                                                                      | Bid Submission Start Date                           | 24-Aug-2026             | (15:00) |
| 7                                                                                                                                      | Bid Submission End Date                             | 31-Aug-2026             | (11:00) |
| 8                                                                                                                                      | Bid Opening Date                                    | 31-Aug-2026             | (11:30) |

### Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना / Submission of Bids:
 

The bids should be submitted online in two parts –

  - 1 (i) The Technical Bid (Appendix-I, II, IV & V) with EMD and Tender Acceptance Letter  
(ii) The Financial Bid (Appendix-III) & Price Bid in .XLS Format  
Rates in .xls format will only be considered for Financial evaluation & further processing.
  - 2 The bids should be on official pad preferably with GST Number of the firm

- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of financial opening.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Appendix-II.

**C. विधि निक्षेप/ Earnest Money Deposit (EMD):**

**The Technical Bid should accompany an EMD of value Rs. 1,90,000/- (Rupees One Lac Ninety Thousand only) which should be deposited online into below mentioned account.**

**Details of IIT Roorkee Bank Account:**

**Account Name: NON MHRD GOVERNMENT FUND IIT ROORKEE**

**Account No.: 00000032685865515**

**Bank Name: STATE BANK OF INDIA**

**Branch Address: IIT ROORKEE, ROORKEE**

**IFSC Code: SBIN0001069**

**MICR: 247002094**

The Bidder will have to fill EMD details & provide the tender reference number in the narration/remarks while doing the payment as per quoted items and share the receipt of the same in pdf on CPP Portal (<https://eprocure.gov.in/eprocure/app>). The qualification in Technical bid will be subject to the submission of EMD in above mentioned account within schedule date and time as mentioned in the NIT. IITR shall not be responsible for any delay in submission of EMD.

In case the EMD is not received in above mentioned account within the aforesaid period, the bid will be out rightly rejected.

The earnest money shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract. EMD shall be refunded to the successful firms on receipt of PBG/Security Deposit. No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

**D. निष्पादन बैंक प्रत्याभूति/ Performance Bank Guarantee (PBG):**

In case the total order value of items becomes Rs.25.00 Lakhs or above, 5% of the total order value in the form of Bank Guarantee or FDR pledged in favor of "The Registrar, IIT Roorkee" is required at the time of installation of the equipment which should remain valid at least during the warranty period plus sixty days. No interest shall be claimed by the bidder on the PBG submitted.

**E. बोलियों का खोला जाना/ Opening of Bids:**

- 1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-Plz refer Critical Date Sheet
- 2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>))
- 3 Representatives of the firms(s) may be present at the time of openings, if they so desire.

**Chapter-2 : Conditions of Contract**

**F. ठेका देना/ Award of Contract:**

The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.

**Prices of optional item will not be considered to identify lowest price bid.**

**G. पूर्व-आपूर्ति निरीक्षण/ Pre-supply Inspection:**

Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.

**H. वस्तु की आपूर्ति/ Supply of Item:**

The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.

**I. भुगतान की शर्तें / Payment Terms:**

**A. Payment in INR for supply of goods:**

Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/P.I.

**OR**

Where Installation is required :100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/P.I.

**OR**

Upto 80% payment on receipt and acceptance of goods/service by the indenter and the balance on successful installation and commissioning by the supplier and acceptance by the indenter.

**B. Payment in INR for AMC/Service:**

Quarterly/Halfyearly after satisfactory completion of work/service duly certified by the H.O.D./P.I.

**J. दंड/Penalty:**

A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.

In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.

**K. अप्रत्याशित घटना/Force Majeure:**

For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

**L. मध्यस्थता / Arbitration:**

If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work Order, which may be issued to the qualified and successful tenderer subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/ Work Order.

**M. बोली अस्वीकृती के लिए मानदंड / Criteria for bid rejection:**

- 1 If technical bid found without the required undertaking (Appendix-II), EMD & Self Certificate (Appendix-IV)
- 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
- 3 Canvassing in any form will result to disqualification.
- 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
- 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- 6 If financial bid is found along with technical bid in pdf on CPP Portal, then the bid shall be rejected outrightly.
- 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

### Chapter-3 : Schedules of requirements

**N. टिप्पणी / Note:**

- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
- 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of all the specifications as per Appendix-V with the supporting catalogue/leaflet of the firm. Appendix-I, II, & IV have to be submitted with Technical Bid and Appendix-III with financial bid.
- 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
- 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
- 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
- 6 The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.

- 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
- 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
- 13 The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order. Also, the final requirement of each line item will be decided by the Institute at the time of placing the PO.
- 14 **Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.**
- 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
- 16 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
- 17 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 18 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**  
**Or**  
**In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.**
- 19 **The bidder must quote the applicable GST appropriately in the price bid format provided i.e BoQ in .xls format. In case column of GST left blank, quoted 0, or inappropriate, then total quoted amount shows in column BB would be final inclusive of GST & other charges. The difference in GST amount payable – if any will be borne by the bidder. In this case, the basic unit prices will be suitably adjusted by the bidder – if required.**
- 20 **Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.**
- 21 **Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per Appendix-IV)**  
**The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

**Chapter-4 : Specifications and allied Technical details**

**Plz. See Appendix- I, II, IV, V**

**Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))**

**Plz. See Appendix- III & Price Bid in .XLS Format**

**Chapter-6 : Contract Form**

**Purchase Order is used as Contract Form**

**Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders**

**Tender Acceptance Letter**

**\*उप कुलसचिव (सामग्री प्रबंधन)  
Deputy Registrar (MM)**

**\*Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

**For any Clarification regarding technical specifications of item Please Contact:**

**Sh. Sahil Sardana,  
Assistant Registrar,  
SCSP Office,  
IIT Roorkee**

**SCSP Office,  
IIT Roorkee**

**Ph.-01332-28-5750  
Email: [awards@iitr.ac.in](mailto:awards@iitr.ac.in)**

तकनीकी बोली

विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है (अपने आधिकारिक लेटर हेड पर विक्रेता/फर्म द्वारा प्रस्तुत करने के लिए)

Detailed specification cum compliance report to be submitted with the Technical Bid  
(to be submitted by the vendor/firm on its official letter head)

**(For Detailed Technical Specification Plz refer Appendix-V)**

| Sr.No | Name & Required Specifications of Item(s)                                                           | Qty                     | UOM | Offered specifications of item(s) by the firm |
|-------|-----------------------------------------------------------------------------------------------------|-------------------------|-----|-----------------------------------------------|
| 1     | Gold, Silver & Bronze Medals for Convocation - 2026                                                 | Please refer Appendix-V |     |                                               |
|       | Firm's Profile :                                                                                    |                         |     |                                               |
| 1     | Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached)       |                         |     |                                               |
| 2     | E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C                                               |                         |     |                                               |
| Note: | 1. "offered specifications", should be filled up properly in the format provided as per Appendix-I. |                         |     |                                               |
|       | 2. Volume & Weight of the item should also be mentioned.                                            |                         |     |                                               |
|       | 3. The HSN / SAC Code of the item must be mentioned.                                                |                         |     |                                               |

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal of the Organisation

उपबंध / UNDERTAKING

Ref. No. No. 2026270100/MM-6/IITR/2026-27/Medals for Convocation-20/SCSP Office/RT-1/417  
Dated:- 17-Aug-26

I/We hereby certify that we or Our OEM are not from such a country which shares a land border with India or, if from such a country, We are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.]" (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

Link of Order: [http://mm.iitr.ac.in/mmweb/public/forms/63374\\_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU) in the last three years.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal of the Firm/Agency

**Financial Bid**

(to be submitted by the vendor/firm on its official letter head)

Ref. No. No. 2026270100/MM-6/IITR/2026-27/Medals for Convocation-20/SCSP Office/RT-1/417  
 Date: 17-Aug-26

Rates :

| Sr. No          | Name of item / Specifications | Qty | UOM | Rate                                  | Amount (INR Only) |
|-----------------|-------------------------------|-----|-----|---------------------------------------|-------------------|
|                 |                               |     |     | To be filled in .XLS sheet (attached) |                   |
| Total           |                               |     |     |                                       |                   |
| Grand Total Rs. |                               |     |     |                                       |                   |

1) Price of the items should be clearly mentioned if supplied Free of Cost.

## Terms &amp; Conditions:

- 1 Prices (quoted in Rs.): FOR SCSP Office,  
IIT Roorkee
- 2 **Payment:** **Should be clearly mentioned, As per clause-I of tender document.**
- 3 Validity:
- 4 Delivery period:
- 5 Other charges:
- 6 **Warranty:**
- 7 Rejection: Equipment if found not as per the required specification would be rejected.
- 8 Penalty Clause: As per clause-J of tender document.  
In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.
- 9 PBG: In case the total order value of items becomes Rs.25.00 Lakhs or above, 5% of the total order value in the form of Bank Guarantee or FDR pledged in favor of "The Registrar, IIT Roorkee" is required at the time of installation of the equipment which should remain valid at least during the warranty period plus sixty days. No interest shall be claimed by the bidder on the PBG submitted.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&amp;D or GeM.

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Seal of the Firm/Organization \_\_\_\_\_

**Details of Institute :**

|          |                 |                     |
|----------|-----------------|---------------------|
| IEC CODE | 0100000011      |                     |
| AD CODE  | 0001069-2770325 | S.B.I., IIT ROORKEE |
|          | 0303974-2770324 | P.N.B. IIT ROORKEE  |

(to be submitted by the vendor/firm on its official letter head)

**Self-Certificate for Local Content**

**Tender No.:** No. 2026270100/MM-6/IITR/2026-27/Medals for Convocation-20/SCSP Office/RT-1/417

**Date:** 17-Aug-26

We hereby certify that the items quoted by us against above mentioned tender no. has the local content as per below:

**Local Content (in %):**.....

**Local Supplier Class:**.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

The details of the location(s) at which the local value addition made/manufactured is/are as under:

- 1
- 2
- 3

We also understand, false declarations will be in breach of the 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.

**Signature:**

**Name:**

**Designation:**

**Seal of the Firm/Organization:**

## Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Also, any modification on CPP portal in reference to below will be applicable. Therefore, for more details and update please refer CPP Portal (<https://eprocure.gov.in/eprocure/app>).

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer. (if applicable)
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same. (if applicable)
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.

- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
- 21 If the price bid format is provided in a spread sheet file like BoQ\_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

### **Prequalification**

- 1 An undertaking by the firm that it has never been black-listed in the last three years must be attached along with the Bid, failing which the Bid shall be rejected. (As per Appendix-II)
- 2 True copy of Permanent Account Number.
- 3 Details of GST along with a copy of certificate to be attached.
- 4 Submission of samples if required, for all items indicated in the NIT. The make of items proposed to be supplied should be indicated and submitted along with the techno commercial unpriced bid without indicating the pricing components.
- 5 Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the tender document are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

**Tender Acceptance Letter**  
(To be given on Company Letter Head)

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**Date:**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender No. 2026270100/MM-6/IITR/2026-27/Medals for Convocation-20/SCSP Office/RT-1/417**

Tender description:

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Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender No.' 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 section(s), schedules(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/ organisation 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 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

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

### **ADVISORY FOR BIDDERS/VENDORS PARTICIPATING IN THE TENDERS OF IIT ROORKEE**

It has come to the notice of the Indian Institute of Technology (IIT) Roorkee that certain unscrupulous persons are impersonating officials of the Institute and contacting bidders/vendors participating in the Institute's tenders.

These fraudsters falsely claim to be authorized officials of IIT Roorkee and demand money on one or more pretexts, such as:

- Early issuance of the Purchase Order (PO);
- Approval or processing of the tender/procurement case;
- Release of payments;
- Completion of procurement-related formalities; or
- Any other favour in connection with the tender process.

All bidders/vendors are hereby informed that:

**IIT Roorkee never demands or accepts any payment, commission, service charge or other monetary consideration from any bidder/vendor for awarding a contract, issuing a Purchase Order (PO), processing a tender, or releasing payment.**

All procurement activities of the Institute are carried out strictly in accordance with IITR S&P Manual, 2024 and applicable Government of India rules and through authorized official procedures.

Any telephone call, WhatsApp message, SMS, E-Mail or other communication demanding money or promising undue favour in connection with any tender or Purchase Order should be treated as **FRAUDULENT**.

Bidders/vendors are advised **not to make any payment**, share bank account details, OTPs, passwords, or any other confidential financial information in response to such communications.

The Institute shall not be responsible for any financial loss suffered by any bidder/vendor due to payments made to unauthorized persons on the basis of such fraudulent communications.

If any bidder/vendor receives such a call or message, they are advised to immediately:

- Disconnect the call or refrain from responding to the message;
- Preserve the details of the communication (mobile number, e-mail ID, screenshots, etc.);
- Report the matter to the MM Section, IIT Roorkee, through the official contact details available on the Institute's website; and
- Lodge a complaint with the appropriate law enforcement/ Cybercrime authorities, wherever considered necessary.

All bidders/vendors are requested to remain vigilant and deal only through the official communication channels of IIT Roorkee. They should verify the authenticity of any procurement-related communication through the Institute's official contact details before taking any action.

**Sd/-**

**Deputy Registrar (Material Management)**

## Notice Inviting Quotation

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

**ROORKEE - 247667**

**Date:**

**Tender Notice No. IITR/**

Indian Institute of Technology Roorkee is in the process of purchasing the following item(s) as per the details given as under.

|                            |                                                                |
|----------------------------|----------------------------------------------------------------|
| <b>Details of the item</b> | <b>Gold, Silver &amp; Bronze Medals for Convocation - 2026</b> |
|----------------------------|----------------------------------------------------------------|

### **Detail of items to be procured**

| Sl. No. | Name of article & full specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit | Qty. |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|
| 1       | Gold Medal 10 gms (Purity 18 CT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nos. | 01   |
| 2       | Gold Medal 10 gms (Purity 14 CT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nos. | 02   |
| 3       | Gold Medal 08 gms (Purity 14 CT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nos. | 59   |
| 4       | Silver Medal 25 gms (Purity 99%) with Gold plating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Nos. | 05   |
| 5       | Silver Medal 25 gms (Purity 99%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nos. | 01   |
| 6       | Bronze Medal 25 gms (Purity 99%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nos. | 01   |
| 7       | Engraving (in English) Charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Nos. | 69   |
| 8       | Velvet Boxes including ribbons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Nos. | 69   |
|         | Note:<br>a) The diameter for the medals should be between 3.2 cm and 3.5 cm.<br>b) The dimensions for the velvet boxes for medals should be around 7.5x7.2x3.2 (in cm).<br>c) There should be a colour categorization for each type of medal. (Red Velvet box - Gold medals; Green Velvet box– Silver Medals, Yellow Velvet box – Bronze medal)<br>d) All Gold medals should have a hallmark by government agencies.<br>e) Name of the medal, student, programme, department & year should be engraved on one side, and the IITR logo should be engraved on the other side of the medal.<br>f) Please mention the GST number on the quotation.<br>g) Quantity is <b>tentative</b> & it may increase/decrease. |      |      |

### Terms & Conditions Details

| Sl. No. | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>Opening of the tender:</b> The online bid will be opened online on CPP Portal. Online bids (complete in all respect) received along with EMD (if any) will only be considered for further processing. Bid received without EMD will be rejected straightway. The technical bid will be opened online first and it will be examined by the Special Purchase Committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets requirement as per the specification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.      | <b>Acceptance/Rejection of bids:</b> The Committee reserves the right to reject any or all offers with assigning any reason.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.      | <p><b>Pre-qualification criteria:</b></p> <p>(i) Bidders should be the manufacturer / authorized dealer. A letter of Authorization from the original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.</p> <p>(ii) Bidders must have their manufacturing unit or shop within a 250-km radius of IIT Roorkee.</p> <p>(iii) <b>A pre-bid in-person meeting will be held on 21.08.2026 at 03:00 PM in SCSP Office, IIT Roorkee. It is mandatory for all the prospective bidders to attend this meeting. Bidders must bring sample Medals of each type as per the given specifications with them which will be kept by IIT Roorkee and will be returned on after award of contract to the L1 party. Bids of those who do not attend this pre-bid meeting will not be considered. It is also hereby informed that the bidders who attended pre-bid meeting against GeM Bid No. GEM/2026/B/7798726 dated 17.07.2026 scheduled on dated 27.07.2026 in SCSP Office, IITR at 03:00 pm, need not attend the pre-bid meeting in person again and are not required to submit the sample Medals. They may submit their bids directly against this tender.</b></p> <p>(iv) Non-compliance with tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between the bidder's specification and supporting documents, etc., may lead to rejection of the bid.</p> <p>(v) Other conditions may be seen in Annexure-I.</p> |
| 4.      | <b>Force Majeure:</b> For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.      | <b>Delivery:</b> After the placement of the Purchase Order, the IIT Roorkee will share the medals details (Such as the student's name, programme, etc) with the successful bidder. In response, the bidder will share the sample medal documents with IITR within 03 days. After the approval of sample medals document by IITR, the delivery of the goods should be made within 07 days. The rates quoted must be for door delivery after allowing the discount, if any. The delivery of the medals should be made within 15 days from the date of issuance of the purchase order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.      | <b>Purity:</b> Purity of Gold, Silver, Bronze & Gold plated silver should be matched with what is stated in the Tender Document. At any point of time, if it is found that the purity is lesser, IIT Roorkee has the full right to forfeit the Performance Bank Guarantee. The vendor has to submit a purity certificate for each Gold Medal. Each medal should have a BIS hallmark.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.      | <b>Performance Guarantee:</b> The value of Performance Security to be deposited by the successful bidder in the form of Bank Draft/Bank Guarantee shall be 5% of the value of the awarded contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | <b>Delayed delivery:</b> The delay in delivery shall be dealt with in accordance with IITR S&P Manual, 2024 and other applicable rules/guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9.  | <b>Taxes &amp; Rates:</b> The price quoted should be inclusive of all Taxes and quoted both in figures and words.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10. | <b>Validity of Quotations:</b> Quotation will be valid for 03 months from the last date of receipt of quotation unless otherwise stated. The prices of the medals will be fixed as per the quotation. The rise or fall in prices of medals between acceptance of bid and delivery of items will not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11. | <b>Inspection:</b> Indenter/authorized representative may inspect the medals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12. | <b>Institute Rights:</b> The Institute reserves the right of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing the quantities also lies with the Institute.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13. | <b>Discount/ Rebate:</b> Special discount/rebate, wherever admissible, keeping in view that the supplies are being made for educational purposes in respect of a Public Institution of National importance, may please be indicated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 14. | <b>Seller's T&amp;Cs:</b> Seller's T&Cs printed on letterhead or in any form are not binding to us. Such T&Cs are not acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 15. | <b>Rejection:</b> The items not found as per the required specifications would be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 16. | <b>Resolution of Disputes:</b> The disputes shall be resolved as per applicable rules/guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 17. | <b>Right to Use Defective Goods:</b> If after delivery, acceptance and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 18. | <b>Supplier Integrity</b><br>The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19. | <b>Payment:</b><br>100% payment shall be released upon satisfactory supply of the required items duly certified by the Indenter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20. | <p><b>Termination for Default</b><br/>The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ul style="list-style-type: none"> <li>i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or</li> <li>ii If the Supplier fails to perform any other obligation(s) under the Contract.</li> <li>iii If the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li> <li>iv. The supplier will be blacklisted if fails to deliver the items as per delivery schedule.</li> </ul> <p><input type="checkbox"/> For the purpose of this Clause:</p> <ul style="list-style-type: none"> <li>i. <b>“Corrupt practice”</b> means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</li> <li>ii. <b>“Fraudulent practice”</b> means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to</li> </ul> |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”</p> <p><input type="checkbox"/> In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.</p> |
| 21. | <b>Disputes and Jurisdiction:</b> Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Roorkee.                                                                                                                                                                                                                                                                                                                                                                                                      |
| 22. | <b>Compliance certificate:</b> This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## COMPLIANCE SHEET

## TECHNICAL SPECIFICATION

| Sl. No. | Eligibility Criteria                                                                                                                                                                                                                                                                                                                     | Compliance<br>Y/N |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.      | We have supplied Gold, Silver & Bronze Medals in Institutions of National Importance such as IITs, NITs, Universities, AIIMS, IIMs, CFTIs for an order value more than Rs. 5 lakhs. Copy of Supply Order along with a certificate of quality satisfaction against these supply orders issued by such organization are attached herewith. |                   |
| 2.      | Our manufacturing unit or shop is within a 250 km radius of IIT Roorkee.                                                                                                                                                                                                                                                                 |                   |
| 3.      | Annual Turnover of our company for any of the FY 2023-24 or 2024-25 is more than Rs. 2 Cr. Turnover proof certified by the CA is attached herewith.                                                                                                                                                                                      |                   |
| 4.      | We are BIS certified Jeweller. Registration Certification is attached. Each medal will carry purity certificate from the standard certification bodies.                                                                                                                                                                                  |                   |

We have also enclosed all relevant documents in support of our claims, (as above) in the following pages.

## Signature of Bidder

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

**<< Organization Letter Head >>  
DECLARATION SHEET**

We, \_\_\_\_\_, hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. We have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of the specification.

It is certified that our organization has been authorized (Copy attached) by the OEM to participate in the Tender. We further clarified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on a regular basis with technology/product updates and extend support for the warranty.

No medal has been prepared more than the specified number and has not been left with us after completion and final supply of the medal is made over to IIT Roorkee. He/She shall also certify that no medals have gone out of the factory by unscrupulous methods. In case any contravention/discrepancy is noticed by the University during the course of examination or subsequently, the manufacturer concerned shall be liable to be blacklisted besides 5% penalty shall be imposed and deductions shall be made from the bill.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Roorkee.

|                                                                                                                                                                                                                    |                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years. | NAME & ADDRESS OF<br>THE Vendor/ Manufacturer / Agent |
| 1 Phone                                                                                                                                                                                                            |                                                       |
| 2 Fax                                                                                                                                                                                                              |                                                       |
| 3 E-mail                                                                                                                                                                                                           |                                                       |
| 4 Contact Person Name                                                                                                                                                                                              |                                                       |
| 5 Mobile Number                                                                                                                                                                                                    |                                                       |
| 6 GST Number                                                                                                                                                                                                       |                                                       |
| 7 PAN Number                                                                                                                                                                                                       |                                                       |
| (In case of on-line payment of Tender Fees)<br>8 UTR No. (For Tender Fee)                                                                                                                                          |                                                       |
| (In case of on-line payment of EMD)<br>9 UTR No. (For EMD)                                                                                                                                                         |                                                       |
| 10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank                                                                                                                          |                                                       |
| b) Account Number                                                                                                                                                                                                  |                                                       |
| c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder                                                                                                        |                                                       |

**(Signature of the Tenderer)**

**Name:**

**Seal of the Company**

### Annexure-III

#### List of Govt. Organization/Department.

| List of Organizations for whom the Bidder has undertaken such work during last 02 years (must be supported with work orders) |                        |             |
|------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|
| Name of the organization                                                                                                     | Name of Contact Person | Contact No. |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |
|                                                                                                                              |                        |             |

| Order placed by (Full address of Purchaser) | Order No. and Date | Description and quantity of medals | Value of order | Date of Completion of delivery as per contract | Contact person along with Telephone No., Fax No. and email address) |
|---------------------------------------------|--------------------|------------------------------------|----------------|------------------------------------------------|---------------------------------------------------------------------|
|                                             |                    |                                    |                |                                                |                                                                     |

**Note:** Unmasked financials to be shown in the work order.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Contact No. :**

\_\_\_\_\_

ORIGINAL EQUIPMENT MANUFACTURING (OEM)  
**PURITY CERTIFICATION**  
**(On Letter Head of Manufacturer)**

**Annexure-IV**

Tender No. :- .....

Date:- .....

To  
The Director,  
Indian Institute of Technology Roorkee,  
Roorkee- 247667

Dear Sir,

We, manufacturers of original equipment (address of factory .....)  
do hereby certify that we are a BIS licensed Jeweller. A copy of the Registration is enclosed herewith.

We understand that if later purity is found lesser, our payment will be stopped and will be released after making deductions as deemed fit. We have no objection if the purity of medals is tested in any authorized lab within India, and the same will be acceptable to us.

We hereby extend our full guarantee of the purity of Gold, Silver, Bronze & Gold-plated Silver Medals as per the item's specs and terms & conditions of this Tender Document. Each medal will carry purity certificate issued by the standard certification bodies.

Yours Faithfully,

(Signature)

(Name & Seal of manufacturers)

<On Organization Letter Head>

**(ANNEXURE – V)**  
(For Goods/Services Contracts)

## **DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that no Medal has been prepared more than the specified number and has not been left with us after completion and final supply of the medals are made over to IIT Roorkee. We also certify that no Medals have gone out of the factory by unscrupulous methods.

We understand that in case any contravention/discrepancy is noticed by IIT Roorkee during the course of examination or subsequently, the manufacturer concerned shall be liable to the blacklisted besides 5% penalty and deductions shall be made from the bill.

**Signature and Seal of the Manufacturer/Agent**

\_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_