



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/51

Dated:02.03.2026

Sub: Notice Inviting Quotation for Gold & Silver Convocation Medals

Quotations are invited on behalf of Director IIM Shillong from reputed dealer/supplier for tentative requirement of services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Gold & Silver Medals”, with due date boldly superscripted on the top of the envelope.** The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 09.02.2026 by 03:00 pm.**

(Detailed Description)

1. ELIGIBILITY CRITERIA

- 1.1 The bidder must be a registered firm and must have experience in the production and supply of Gold Medals for which the submission of documentation is necessary.
- 1.2 The bidder must provide a copy of the registration certificate along with the tender.
- 1.3 The bidder must provide details of similar projects completed in the past along with references, if any.
- 1.4 The bidder must have a valid GST and PAN registration certificate.
- 1.5 The successful bidder will be responsible for the production, supply, and delivery of Gold Medals to the University within ten days. The delivery location will be communicated to the successful bidder.
- 1.6 The rates quoted be inclusive of all taxes or any other charges as applicable.
- 1.7 The agency must have an Average Annual Turnover of Rs. 1 crore or more (Rupees One crore or more) during last three (3) financial years i.e. 2022-23, 2023-24 & 2024-26 in the line of business. The agency must submit a duly signed certificate with membership number from Chartered Accountant (CA) clearly showing financial turnover year-wise.

- 1.8 The agency should have a minimum continuous three (3) years of experience in related line of business. The agency should have executed similar works with Government Institute /Organization, Autonomous Bodies, PSU, Large/Reputed Private Institute /Organization and Educational Institutes like IIMs, IITs, NITs and/or Other Central Universities.
- 1.9 The bidder should have not been debarred/black listed/should have not been terminated/ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids. (Declaration is to be submitted).
- 1.10 F.O.R – IIM Shillong

2. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

- 2.1 Certificate of Purity: Certificate of purity for all the medals to be submitted along with the supply.
- 2.2 Hallmark for Silver Medals: All the medals to be stamped with hallmark testing.
- 2.3 IIM Shillong reserves the right to reject any or all tenders without assigning any reason.
- 2.4 Inspection: The material shall be inspected at IIM Shillong before acceptance.
- 2.5 Bill in duplicate may be furnished along with the consignment for arranging an early payment.
- 2.6 All material should be issued in one consignment. Part Supply is strictly prohibited.
- 2.7 The supplier shall be responsible for any damage or loss caused during transit.
- 2.8 The successful bidder will be required to supply the Medals within 20 days of the issuance of the purchase order.
- 2.9 The approved rates are valid for three months only or till the ensuing convocation during the year 2026

Diagrammatic representation of Medals is detailed under (Diagram is only a representation and not the final requirement)

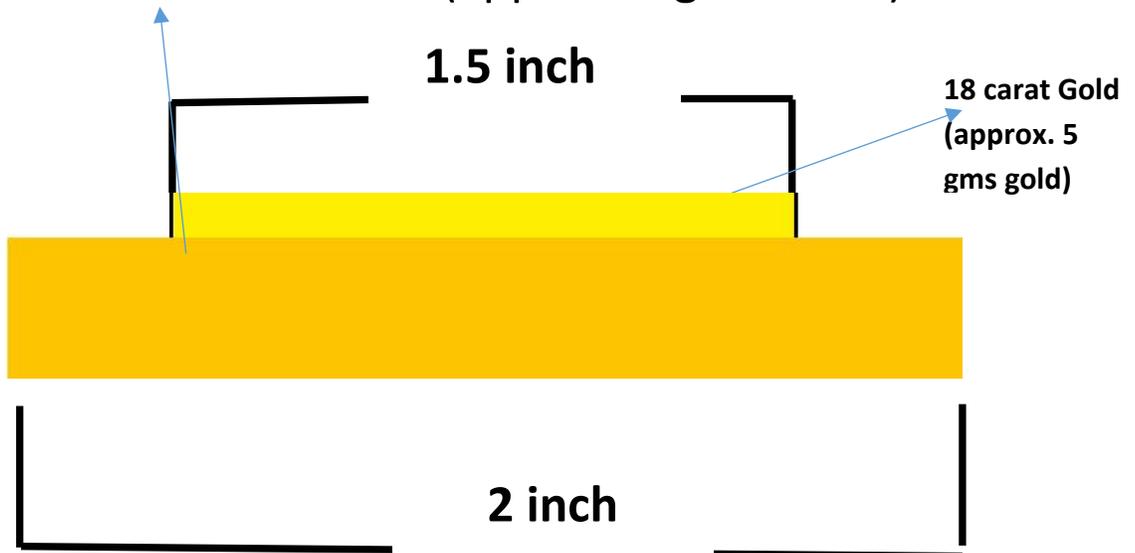
FRONT SIDE



REVERSE SIDE



Gold Plated Silver (approx 30gms silver)



A. Technical Bid format (Packet 1)

BIDDER's DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4.	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5.	Nature of Business: Sole Proprietorship/ Partnership etc. (Documentary proof to be attached)	
6.	a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached)	
7.	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	

Signature and Seal of Bidder

Date:

B. Financial quote Format (Packet 2)

Sl no.	Medal Name	Medal Specification	Qty	Rate per unit	GST	Total Amount
1.	Gold Medal (5 gms/18 carat) with presentation box	<ul style="list-style-type: none">➤ 30 gms Silver with Gold plating of 2 inch diameter➤ 5 gms Gold (18 carat) coin of 1.5 inch diameter with Institute Logo embossed to be pasted on 30 gms Gold plated silver coin.➤ Medal to be provided with hook and lanyard	07			
2.	Gold Plated Medal with presentation box	<ul style="list-style-type: none">➤ 30 gms Silver with Gold plating of 2 inch diameter➤ Medal to be provided with hook and lanyard	03			
3.	Grand Total (Incl of taxes)					

Terms and Conditions

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 09.03.2026 by 03:00 pm** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I: - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

i) Reference No. of the Quotation: _____

ii) Tender regarding: _____

iii) Due date for submission of the tender: _____

v) Name and Address of the firm: _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: OFFERS SUBMITTED WITHOUT FOLLOWING TWO-PACKET SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

3. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

4. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
5. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
6. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
7. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 % of required quantity at the time of placement of contract. Vendors are bound to accept the orders accordingly.
8. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
9. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
10. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
11. The NIQ queries (if any) should only be e-mailed on srmgr.stores@iimshillong.ac.in.

Sd/-
Senior Manager (Stores)
IIM Shillong