

## OFFICE OF THE REGISTRAR :: SIBSAGAR UNIVERSITY

Ref. No.: SU/RG/VW/Medals/26/1099

Date: 04-12-2025

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are invited from reputed suppliers/manufacturers for the supply of medals for the Varsity Week-2026 of Sibsagar University as per the specifications below:

## Item Details

Sl No	Items	Quantity	Specification			
			Material	Diameter	Weight (including ribbon)	With ribbon & engraving
1	Gold Medals	700 Nos.	Alloys of brass and zinc	6.5-6.4cm	69 g (+/-) 1-2 g	Sibsagar University ( logo and name)  Year not to be mentioned
2	Silver Medals	700 Nos.		6.5-6.4cm	63 g (+/-) 1-2 g	
3	Bronze Medals	700 Nos.		6.5-6.4cm	60 g (+/-) 1-2 g	
Total Quantity: 2,100 (Two Thousand One Hundred) Medals						

## Terms &amp; Conditions

1. The medals must be supplied strictly as per the approved sample/design of Sibsagar University.
  2. The quoted rate shall be inclusive of all taxes, GST, packing and delivery charges.
  3. The supplier must submit a valid GST registration certificate and PAN card along with the quotation.
  4. Experience certificate or supply completion certificate of similar nature of work.
  5. The quotation should reach the office of the Registrar in a sealed envelope superscribed "Quotation for Supply of Medals – Varsity Week 2026".
  6. Last date of submission of quotation: 20-12-2025
  7. Last date of receiving/supply of medals: 18-01-2026.
  8. Payment will be made only after successful delivery and verification of the supplied items.
  9. The University reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- Eligible suppliers are requested to submit their quotations within the stipulated time.



Registrar  
Sibsagar University

05/12/2025

## Copy to-

1. The OSD to Honourable Vice Chancellor for kind information.
2. The Dean, Students' Welfare for information
3. The Member secretary of Purchase committee
4. The Finance and Accounts Officer
5. Senior Assistant (Accountant)
6. University Website.
7. Office file

Registrar  
Sibsagar University