



**COTTON UNIVERSITY**  
**Panbazar, Guwahati-781001**

EOI's are invited in two-bid system from Agency/Firm,etc for **"Supply of Convocation Medals" & "Convocation related materials"**. The last date bid submission is 13.11.2025.

For details of the EOI's check [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

sd/-  
Registrar,i/c

*Hiran Deua*

*06/11/25*

Registrar i/c

Cotton University  
Panbazar, Guwahati-781001, Assam  
Registrar i/c



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## Expression of Interest (EOI) for supply of Convocation Medals

EOI-No. CU/S&P/2025/12 Dt. November 06,2025

Expression of Interest (EOI) are invited in Two-bid system from experienced Professional Agencies/ Firms/etc for **Supply of Convocation Medals, 2025** in connection with the ensuing convocation to be held in the 1<sup>st</sup> week of December, 2025. The following terms and conditions, which are the minimum criteria for this bids/EOI, shall be apply herein:

- The EOI document pertaining to this notice must be downloaded from the University's website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The bidding document must be submitted in sealed cover, super-scribed as **"Supply of Convocation Medals, 2025, Cotton University :: EOI: CU/S&P/2025/12, Dt. 06.11.2025"** and addressed to **"The Registrar, Cotton University, Panbazar, Pin-781001, Assam"**. The name, contact and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of 13.11.2025** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.00 PM in presence of the bidders.
- **Per Unit Price quoted by the bidder must be inclusive of all applicable taxes & duties, wages of manpower, onsite delivery, etc (if any), etc.**
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time for short-listing the bidder. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The agencies are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical man power in the organization, client profile along with Contact details and their demonstrated professional competency of similar works. The agencies/firms are requested to provide cost of their proposed items/concepts design along with expected date of delivery.
- The agencies/firms are also requested to submit the sample design of the each type of the medals for each category.
- The reputation of the Firms/Agencies, business turnover, duration of its existence, client profile would be considered in short listing the agencies.
- The University Authority or appropriate authority assigned by the Authority may call the Agencies/Firms for presenting their samples and designs, if required.
- The University reserves the right to reject any or all the Eols without assigning any reasons whatsoever received against this advertisement
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.

Through this EOI, the University will shortlist highly Professional Agencies/Firms having similar experience of supply "medals" to other HEI in the NE Region for the ensuing Convocation 2025 of the University. The short listing will be made in terms of design, quality, delivery/execution of the work on time, professional competency, sample and design, prior experience and the involvement cost value of work.

- The work/or the Supply of medals in all aspect will be considered as a "Single Service", hence all items rates will be considered to award the contract/PO. No partial contract/PO for separate items will be considered.

*Himanshu*  
Panbazar, Guwahati-781001, Assam



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- Documents, etc which must be placed inside the Techno-commercial cover (along with the other relevant documents mentioned above) are :-

- Photocopy of Up-to-date Valid **Trade License**
- Photocopy of **GST/ GST Filling documents**
- Photocopy of similar **Purchase Order/Order** of Gold Medals,etc supplied to Govt. Org./University/Institute, etc within last one(01) years.
- Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.

**A Pre-bid meeting is may be arranged in the University premise will be held on 12.11.2025 at 3.00 PM to discuss the issues, if any regarding quality/type of the Medals.**

The specifications and/or contents of robes are as follows: (**Price Bids** to be placed in Separate sealed envelope)

| Sl No | Specifications                          | Unit Rate inclusive of GST (in INR) | Quantity ( approx)        | Number of Days required for delivery as per the mentioned Quantity. | Remark                                                                          |
|-------|-----------------------------------------|-------------------------------------|---------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1     | Silver Plated Medals (SPM)(Gold Polish) |                                     | 125<br>(numbers may vary) |                                                                     | The design will be very according to the Name of the student & respective dept. |

A sample(in printable format) of the proposed medals need to be submitted along with the bid documents.

**The lowest bid will not necessarily be accepted; evaluation will consider other relevant factors.**

The Agencies/Firms must be capable of completing their work order and supply the same to the Cotton University on or before .....

*Hiren Seene*  
(Dr. Hiren Seene)  
Registrar i/c  
Cotton University  
Panbazar, Guwahati-781001, Assam

Memo No. CU/S&P/2025/26/6.9.27-41

Dated 06/11/25

Copy for information and necessary action to:

- The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
- The P.S. to the Vice Chancellor, Cotton University.
- Prof. Sudipta Nandy, Convenor, 4<sup>th</sup> Convocation, Cotton University.
- The Finance Officer, Cotton University.
- The Systems Manager, CU; is requested to arrange for uploading/posting of this web-bidding document in the University's website.