



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,
Paonta Sahib, Sirmour.
Himachal Pradesh-173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश-173025, भारत।

No. 2023-24/IIMS (PUR)/DegreeFolder:-45

Date: 04.03.2024

Notice Inviting Quotation

Subject: Call for e-quotations for the printing and supply of Degree Folders at IIM Sirmour

We solicit your e-quotation for the printing & supply of below items at IIM Sirmour, Paonta Sahib subject to the Institute's requirement as hereunder:

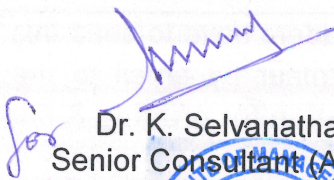
Sr. No.	Description & Quantity of Items	Basic Rate	GST	Total Amount (inclusive of all)
1.	Degree Folders (300 Nos.): - The color of the folder will be different for MBA (250 Nos.) and MBA-TM (50 Nos.). - The name and roll number of each student is to be printed/engraved on the front page, as shown in the attached file. - A magnetic button can be provided for closing the folder, if possible. - A golden-colored border line is to be engraved on the front and back sides of the folder. Technical Parameters: - Fully Leather Cover. - Dimension: Approx. Height 32.5cm X Length 23.5cm (Basically it should hold a A4 size certificate inside it) - Separate Removable Lamination Sheet(s) - Triangular Corner Holders (4 on each side) for holding the Degree Certificate and Marksheet Note: The degree folders should be of premium quality.			
Grand Total Amount (GST Inclusive & all other charges)			X	

The bidders have to send this NIQ after filing rates in password protected pdf format to IIM Sirmour by email to the purchaseoffice@iimsirmaur.ac.in with subject line: - "Quotation for printing & supply of degree folders at IIM Sirmour."

1. Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.

2. Quotation received without password protected shall not be considered for further process.
3. Quotations should be submitted on or before 11:00 A.M. by 07.03.2024 (Thursday) and the password may be shared by email between 11:30 A.M. to 12:00 P.M. on 07.03.2024 (Thursday).
4. The firm should ensure to send their GSTIN & PAN copy along with the quotation.
5. The Total Amount quoted at X above by the L1 vendor will be considered for placing the order.
6. Delivery should be made on FOR basis by the vendor.
7. The vendor should mention the complete terms & conditions in the quotation alongwith the delivery period.
8. Payment shall be made to the successful vendor within 15-20 days after satisfactory delivery & inspection of material at IIM Sirmaur and submission of invoice (s) in original duly signed and stamped.
9. The vendor is required to fill the following details and sign & stamp the NIQ along with the e-quotation:
 - a) Name of Firm _____
 - b) Address of the Firm _____
 - c) GSTIN _____
 - d) PAN _____
 - e) Email Address _____
 - f) Contact No. _____
10. The firm should also ensure to submit a self-declaration that he is not black – Listed by any Central/State Govt. PSU/any other Institutions or not debarred by department of commerce or Ministry/ Department concerned.
11. In case of any clarification, vendor may feel free to contact over the email to aao_purchase@iimsirmaur.ac.in, purchaseoffice@iimsirmaur.ac.in
12. The PO shall be issued to the L-1 vendor only after getting his/her sample approved by the Administration, IIM Sirmaur within 02 days of intimation.

Signature & Stamp of the Authorized Signatory


Dr. K. Selvanathan
Senior Consultant (Admin)

