



**IIM SIRMAUR**  
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**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर

Dhaulta Kuan, Distt. Sirmaur  
Himachal Pradesh – 173031, India

धौला कुआँ, जिला. सिरमौर  
हिमाचल प्रदेश - 173031, भारत

क्रमांक | No. IIMS/PUR/Stationery Items/22/26-27

दिनांक | Date: 12.06.2026

**मूल्य निर्धारण हेतु निवेदन | Request for Quotation**

सेवा में | To,  
वरिष्ठ सलाहकार (प्रशासन) | Senior Consultant (Admin.),  
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur  
धौला कुआँ, सिरमौर, 173031 | Dhaulta Kuan, Sirmaur, 173031

**विषय: आईआईएम सिरमौर, हिमाचल प्रदेश में स्टेशनरी सामग्री की छपाई एवं आपूर्ति के लिए ई-कोटेशन आमंत्रित।**  
**Subject: Call for e-quotations for Printing and Supply of Stationery Items at IIM Sirmaur, H.P.**

हम, भारतीय प्रबंधन संस्थान (आईआईएम), सिरमौर, हिमाचल प्रदेश के स्टेशनरी सामग्री की छपाई एवं आपूर्ति हेतु आपसे पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित करते हैं। कृपया निम्नलिखित विवरण के अनुसार अपनी कोटेशन प्रस्तुत करें:

We solicit your password protected e-quotation for Procurement of Top Load Fully Automatic Washing Machine at IIM Sirmaur, H.P.

Quotation Format (On letter Head Only)				
Sr. No.	Description of Items	Quantity	Unit Price (Incl. of GST & all)	Total Cost (Incl. of GST & all)
1.	<b>Notepad (A4 size) with</b> a) A4 Size b) Printed with IIM Sirmaur Name & Logo c) Printed with IIM Sirmaur Name & Logo on each page d) Good quality paper minimum 75 GSM e) 20 pages each	250 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
2.	<b>Notepad small (A5 size) with</b> a) A5 Size b) Printed with IIM Sirmaur Name & Logo c) Printed with IIM Sirmaur Name & Logo on each page d) Good quality paper minimum 75 GSM e) 20 pages each	250 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
3.	<b>Pen (Reynolds) with</b> a) Printed with IIM Sirmaur Name & Logo	250 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
4.	<b>Jute Bag with :</b> a) Printed with IIM Sirmaur Name & Logo	250 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
5.	<b>Water Bottle (500 ml) with:</b> a) Stainless Steel b) Printed with IIM Sirmaur Name & Logo	250 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
<b>Grand Total Amount (Inclusive of taxes, FOR &amp; all other charges)</b>				To be filled by the vendor on their letter head

*Print*

**A. Instructions to the participants:**

1. The bidders have to send this RFQ after filling rates on their letterhead in password protected pdf format only to IIM Sirmaur by emailing to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Quotation for Printing and Supply of Stationery Items at IIM Sirmaur, H.P.**  
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 and after the validity of participation period shall not be considered for further process.
3. Quotations should be submitted on or before **02:00 PM by 15.06.2026 (Monday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date on [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) email.
4. **The Bidder is required to submit the following documents/undertakings, duly signed and stamped on the firm's official letterhead, along with the quotation:**
  - a) **GSTIN and PAN Documents:**  
Self-attested copies of the firm's GSTIN and PAN.
  - b) **Undertaking regarding Blacklisting:**  
Name of the Firm: \_\_\_\_\_  
The bidder should not have been debarred/blacklisted by any Government Department, Semi-Government Department, Educational Institution (including IIMs), or any other organization during the last five (05) years.
5. The selected vendor has to supply the requirements as per the above mentioned specifications only.
6. The selected lowest quoted (L1) vendor shall deliver the items within 10 days from the date of issuance of the Purchase Order (PO).
7. Payment shall be made to the successful vendor within 30 working after Printing and Supply of Stationery Items at IIM Sirmaur, H.P. and after submission of original hard copy of the tax invoice, followed by successful providing the inspection report submitted by the user department of IIM Sirmaur.
8. **Note: Kindly submit the password protected financial quotes on your letterhead only as per the attached RFQ (Request for Quotation) along with the mentioned details & documents, please.**

फर्म का नाम/Name of Firm \_\_\_\_\_ *To be filled*

फर्म का पता/Address of the Firm \_\_\_\_\_ *by the*

जीएसटीआईएन/GSTIN \_\_\_\_\_ *vendor on*

पैन/PAN \_\_\_\_\_ *their letterhead*

ईमेल पता/Email Address \_\_\_\_\_ *only*

संपर्क नंबर/Contact No. \_\_\_\_\_

**वरिष्ठ सलाहकार (प्रशासन)**  
**Senior Consultant (Admin.)**  
**IIM Sirmaur, H.P. (173031)**



अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर एवं मोहर / Signature & Stamp of the Authorized Signatory