



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर

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

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

No. IIMS/PUR/Convocation Catering/29/25-26

Date: 24.02.2026

Request for Quotation

To,
Administrative Officer (Purchase),
Indian Institute of Management Sirmaur
Dhaura Kuan, Sirmaur, 173031

Subject: Call for e-quotations for the Arrangement of buffet lunch and seating for the Convocation 2026 to be held on 18.04.2026 at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for Arrangement of buffet lunch and seating for the Convocation 2026 to be held on 18.04.2026 at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Services	No. of Pax./ Quantity	Unit Price (Incl. of GST & all)	Total Cost inclusive of GST and all (in INR)
01	Arranging a buffet Lunch for convocation, 2026 1. Starters - Chaach/ Jaljeera - Paneer rolls, Chicken kebab 2. Main Course : - 1 Mixed vegetable - 1 Paneer Handi - 1 Non-veg gravy (Chicken) - 1 Dal makhni - Plain roti/ Tandoori roti/ Naan/ Butter Naan - Jeera rice - Papad, salad, raita, pickle 3. Dessert: - Gulab Jamun - Ice Cream 4. Five Counter (Serving station) 5. Four Desert Counter	1,450 Pax.	To be filled by the vendor on their letter head only.	To be filled by the vendor on their letter head only.
02	Seating arrangement			
	a) Chairs with Covers	300 Nos.	To be filled by the vendor on their letter head only.	To be filled by the vendor on their letter head only.
	b) Round Tables	30 Nos.	To be filled by the vendor on their letter head only.	To be filled by the vendor on their letter head only.
	c) Sealed Water Bottles (200/250 ml)	3,000 Nos.	To be filled by the vendor on their letter head only.	To be filled by the vendor on their letter head only.
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their Letter head only.

NOTE:

- If the number of pax. Increases, payment will be made for the extra plates as per actual number of availing the services.
- Payment for a minimum of 1200 pax shall be assured, in case a lesser number of plates are consumed.
- Only reputed quality oil, ghee, flour, basmati rice, pulses, maida, gram flour etc.will be used by the successful bidder, failing which no payment will be made to the vendor by the Institute.
- The quality of the food and raw material that is going to be used will be checked/inspected by the Food & Catering Committee of the Institute.

A. Instructions:

- 1) Crockery and dress of waiters and other staff should be neat and clean.
- 2) The staff serving food should wear hand gloves & cap and proper hygiene should be maintained.
- 3) Food as per the menu. Minor variations in the final menu shall be at the discretion of the Institute.
- 4) The vendor should bring all utensils, fuels and any other items required for the cooking. Institute will only provide the necessary space for cooking and electricity.
- 5) The cutlery necessary for serving and eating has to be provided by the bidders in sufficient quantities. The cutlery should be of good quality.
- 6) There should be proper display of names of dishes, green for vegetarian and red/brown for non-vegetarian dishes.
- 7) There should be separate counters for vegetarian and non-vegetarian dishes and all counters should be adequately staffed.
- 8) There should be signboards for Guests, Students, Faculty, Media etc.
- 9) The quality of the food and raw material that is going to be used will be checked/inspected by the Food & Catering Committee of the Institute.

B. General Instructions to the participants:

1. The bidders have to send this RFQ after filing rates on their letter head in password protected pdf format only to IIM Sirmaur by emailing to purchaseoffice@iimsirmaur.ac.in with subject line:
Quotation for Arrangement of buffet lunch and seating for the Convocation 2026 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 shall not be considered for further process.
3. Quotations should be submitted on or before **02:00 PM by 05.03.2026 (Thursday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date on 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) **FSSAI registration certificate**
 - c) Name of the Firm _____ Bidder should not have been debarred/ blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/ IIM or any other organization in the last five years.
 - d) Experience in Food Catering services only (minimum 800 Pax) for at least three years. **Attach appropriate Documentary proof. Attach copies of previous work orders.**
5. The Inspection will be carried out by the Food Catering Committee/ Inspecting Authority of IIM Sirmaur. The mode of Inspection will be Departmental Inspection.
6. The selected vendor has to provide the services as per specifications.
7. Payment shall be made to the successful vendor after Arrangement of buffet lunch and seating for the Convocation 2026 at IIM Sirmaur, H.P. and after successful Completion of services and inspection report submitted by the 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.**

Name of Firm _____
Address of the Firm _____
GSTIN _____
PAN _____
Email Address _____
Contact No. _____

[Signature]
Administrative Officer (Purchase)
IIM Sirmaur



Signature & Stamp of the Authorized Signatory