



## 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

संख्या | No. IIMS/PUR/Metal Book Shelf/18/26-27

दिनांक | Date: 04.06.2026

### भाव-पत्र आमंत्रण | 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 | Dhaura Kuan, Sirmaur, 173031

विषय: आईआईएम सिरमौर, हिमाचल प्रदेश में ग्लास सहित मेटल बुक शेल्फ की आपूर्ति हेतु ई-कोटेशन आमंत्रण।  
Subject: Call for e-quotations for Procurement of Metal Book Shelf with 4 Glasdoor at IIM Sirmaur, H.P.

हम आईआईएम सिरमौर में ग्लास सहित मेटल बुक शेल्फ की आपूर्ति हेतु आपका पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित करते हैं।  
We solicit your password protected e-quotation for Procurement of Metal Book Shelf with 4 Glasdoor at IIM Sirmaur, H.P.

Quotation Format (On letter Head Only)				
Sr. No	Description of item	Quantity	Unit Price (Incl. of GST & all) In INR	Total Cost (Incl. of GST & all) In INR
01	<b>BIS Marked Metal Book shelf with 4 Glasdoor:</b> a) Dimension: Height - 175cm Width - 90cm Depth – 35 cm b) Material : Alloy Steel c) Paint: Powder coated d) With Lock and Key e) Mounting : Floor Mounting f) Door Style: Glass Front g) 4- Door Glass Cabinet Design h) Warranty: 1 year	54 Nos. (Fifty Four 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

**NOTE:** Reference Picture of the Metal Book shelf with Glass is attached at Annexure – I.

#### A. Instructions to the participants:

- 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](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line: **Quotation for Procurement of Metal Book Shelf with 4 Glasdoor 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.
- Quotation received without password protected shall not be considered for further process.
- Quotations should be submitted on or before **02:00 PM by 10.06.2026 (Wednesday)** 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.
- 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.

**c) BIS Certification / MSME Undertaking (IS 17634: 2022)**

The Bidder shall provide BIS certification for the offered Metal Book Shelf with 4 Glassdoor. However, MSME bidders shall be exempted from this requirement upon submission of a valid MSME/Udyam Registration Certificate in relevant category.

5. The selected vendor has to provide the services as per specifications.
6. Payment shall be made to the successful vendor within 30 working days after delivery of items of Metal Book shelf with 4 Glassdoor at IIM Sirmaur, H.P. and inspection report submitted by the user department of IIM Sirmaur.
7. **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 \_\_\_\_\_  
फर्म का पता/Address of the Firm \_\_\_\_\_ *To be filled*  
जीएसटीआईएन/GSTIN \_\_\_\_\_ *by the vendor*  
पैन/PAN \_\_\_\_\_ *on their*  
ईमेल पता/Email Address \_\_\_\_\_ *letterhead 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

