

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर

Dhaura Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, Indiaधौला कुआँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

क्रमांक | No. IIMS/PUR/Orientation Programme/30/26-27

दिनांक | Date: 15.07.2026

मूल्य निर्धारण हेतु निवेदन | Request for Quotation

सेवा में | To,
प्रशासनिक अधिकारी | Administrative Officer,
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur
धौला कुआँ, सिरमौर, 173031 | Dhaura Kuan, Sirmaur, 173031

विषय: दिनांक 18 एवं 19 अगस्त, 2026 को आईआईएम सिरमौर, हिमाचल प्रदेश में आयोजित होने वाले ओरिएंटेशन कार्यक्रम हेतु मंच (स्टेज) की व्यवस्था एवं साउंड सिस्टम सेवाएँ प्रदान करने के लिए ई-कोटेशन आमंत्रित।

Subject: Call for E-Quotations for Providing Stage Setup and Sound System Services for the Orientation Programme to be held on 18th and 19th August, 2026 at IIM Sirmaur, H.P.

आईआईएम सिरमौर, हिमाचल प्रदेश में दिनांक 18 एवं 19 अगस्त, 2026 को आयोजित होने वाले ओरिएंटेशन कार्यक्रम हेतु मंच (स्टेज) की व्यवस्था एवं साउंड सिस्टम सेवाएँ प्रदान करने के लिए आपकी पासवर्ड-संरक्षित (Password-Protected) ई-कोटेशन आमंत्रित की जाती है। जिसका विवरण निम्नानुसार है:

We solicit your password-protected e-quotation for Stage setup with sound system for Orientation programme to be held on 18th and 19th August, 2026 at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No.	Description of Items	Quantity	Unit Price (Incl. of GST & all)	Total Cost (Incl. of GST & all)
Requirement for 18th August, 2026 at IIM Sirmaur, Dhaura Kuan, District Sirmaur, H. P.- 173031				
	Chairs with Cover	400 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
1.	Stage with flower decoration 16*20 ft	01 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
2.	AV System:	3 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
	i) Collar/ Head on Mic	2 Nos.		
	ii) Hand Mic	4 Nos.		
	iii) Medium Speaker	1 No.		
	iv) AV Amplifier	2 Nos.		
	v) Podium Mic	1 No.		
	vi) Audi Mixture (Capable of taking audio from laptop and deliver to speakers)			
4.	Standing AC (2 Ton)	6 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
5.	Bouquet	1 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
Requirement for 19 th August, 2026 at IIM Sirmaur, City Campus, Rampur Ghat Road, Paonta Sahib, H.P.- 173025				
	PA System:	2 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
	i) Hand Mic	1 Nos.		
	ii) Mixer	4 Nos.		
	iii) Speaker Box	1 No.		
	iv) Amplifier	1 No.		
	v) Bluetooth			
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their letter head

A. Instructions to the participants:

1. The bidders have to send this RFQ after filing rates on their letterhead in password protected pdf format only to IIM Sirmaur by emailing to purchaseoffice@iimsirmaur.ac.in with subject line: **Quotation for Stage Setup and Sound System Services for the Orientation Programme to be held on 18th and 19th August, 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 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 24.07.2026 (Friday)** 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) **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 provide the services as per the above mentioned specifications only.
6. Payment shall be released to the successful vendor within **30 working days** from the date of submission of the original hard copy of the tax invoice, subject to the successful completion of the Stage Setup and Sound System Services for the Orientation Programme to be held on 18th and 19th August, 2026 at IIM Sirmaur, H.P., and submission of a satisfactory inspection report 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 _____
जीएसटीआईएन/GSTIN _____
पैन/PAN _____
ईमेल पता/Email Address _____
संपर्क नंबर/Contact No. _____

प्रशासनिक अधिकारी (कार्मिक एवं सामान्य प्रशासन)
भारतीय प्रबंध संस्थान सिरमौर, हि.प्र. (173031)

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

