



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर
Dhaura Kuan, Distt. Sirmour
Himachal Pradesh – 173031, India

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

क्रमांक | No. IIMS/PUR/Stationery Items/29/26-27

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 Sirmour
धौला कुआँ, सिरमौर, 173031 | Dhaura Kuan, Sirmour, 173031

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

हम, भारतीय प्रबंधन संस्थान (आईआईएम), सिरमौर, हिमाचल प्रदेश के स्टेशनरी सामग्री की 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 Supply of Stationary Items at IIM Sirmour, H.P. as follows-

Quotation Format (On letter Head Only)						
Sr. No.	Description of Items	Unit	Quantity	Make & Model	Unit Price (Incl. of GST & all)	Total Cost (Incl. of GST & all)
1.	Ball Pen Black	Pcs.	300	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
2.	Ball Pen Blue	Pcs.	1,500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
3.	Ball Pen Red	Pcs.	100	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
4.	Binder Clip 15mm	Small Box	60	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
5.	Glue Stick	Pcs.	100	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
6.	Highlighter	Pcs.	200	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
7.	Paper Cutter	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
8.	Pencil	Pcs.	100	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
9.	Stapler 10 No.	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
10.	Stapler Pin 10 No	Small Box	200	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
11.	Stapler Pin 24/6 45 No.	Small Box	60	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
12.	Sticky Note 20 X 75 X 5	Pcs.	200	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head

13.	Sticky Note (3 X 3)	Pcs.	200	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
14.	Tape 1" (Transparent)	Pcs.	150	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
15.	Tape 2" (Transparent)	Pcs.	150	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
16.	White Board Marker Black	Pcs.	1,000	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
17.	White Board Marker Blue	Pcs.	1,000	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
18.	White Board Marker Green	Pcs.	100	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
19.	Whitener	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
20.	A3 Paper (Ream)	Ream	15	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
21.	A4 Paper (Ream)	Ream	500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
22.	AA Cell	Pcs.	120	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
23.	AAA Cell	Pcs.	60	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
24.	Bond Paper	Sheets	1,000	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
25.	Brown Tape 2"	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
26.	CD Marker	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
27.	Damper	Pcs.	10	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
28.	L-type Folder (with IIM Logo)	Pcs.	500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
29.	Pen Stand	Pcs.	10	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
30.	Envelopes A3 Plain	Pcs.	500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
31.	Envelopes A3 (IIM Logo and Address)	Pcs.	1,500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
32.	Envelopes A4 (IIM Logo and Address)	Pcs.	700	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
33.	Envelopes A4 Plain	Pcs.	500	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
34.	Envelopes Letter Size (IIM Logo and Address)	Pcs.	250	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head

35.	Scissor (Medium Size)	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
36.	Single Button Folder	Pcs.	200	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
37.	Stamp Pad (Blue Ink)	Pcs.	10	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
38.	White Chalk (Dustless)	Box	30	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
39.	Colored Chalk (Dustless)	Box	30	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
40.	Magnetic Duster	Pcs.	100	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
41.	Office Tray	Pcs.	25	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
42.	Register 150 Pages (Hard Bond)	Pcs.	25	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
43.	Register 300 Pages (Hard Bond)	Pcs.	25	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
44.	Spring File (With IIM Sirmaur Logo & Content)	Pcs.	300	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
45.	Tape Dispenser	Pcs.	20	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
46.	Two Flap File with Lace	Pcs.	50	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
Grand Total Amount (Inclusive of taxes, FOR & all other charges)						To be filled by the vendor on their letter head

NOTE: The Lowest Quoted (L1) vendor shall submit samples of the required items at IIM Sirmaur for approval.

A. Instructions to the participants:

- 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 in with subject line:
Quotation for 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.
- Quotation received without password protected and after the validity of participation period shall not be considered for further process.
- Quotations should be submitted on or before **02:00 PM by 21.07.2026 (Tuesday)** 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.
- The Bidder is required to submit the following documents/undertakings, duly signed and stamped on the firm's official letterhead, along with the quotation:**
 - GSTIN and PAN Documents:**
Self-attested copies of the firm's GSTIN and PAN.
 - 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 three (03) 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 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. The Lowest quoted (L1) vendor has submit the samples of the requirement for approval by user the user department.
9. **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 _____

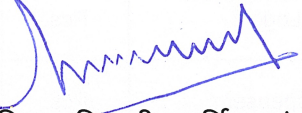
फर्म का पता/Address of the Firm To be filled

जीएसटीआईएन/GSTIN by the vendor

पैन/PAN on their letterhead

ईमेल पता/Email Address only

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