



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

Ref. No.: IIMS/PUR/IT/VMS/2025-26/17

Date: 10.10.2025

Request for Quotations

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

Subject: Deployment of Visitor Management System

Quotations are hereby invited for the SITC of a Visitor Management System at the permanent campus of IIM Sirmaur, with the following features and specifications:

(a) Key Features Required		
Sr. No.	Functionality	Compliance Yes/ No
1	Visitor entry/exit through self-kiosk and operator-based system	
2	Online appointment scheduling via Institute website/app with approval workflow	
3	Mobile-based entry for visitors	
4	OTP-based/dial-in verification	
5	Host app with host approval mechanism	
6	E-token based paperless operation (E-pass/batch)	
7	Email, SMS, and app-based notifications and approvals	
8	Emergency evacuation notifications	
9	Centralized visitor data management	
10	Overstay and loitering reporting	
11	Analytical reports	
12	Real-time visitor statistics	
13	Downloadable visitor logs	
14	Violation reporting	

(b) Specifications for one time deployment and recurring costs				
Estimated Items Required (One-time Deployment)				
Item	Specification	Quantity	Per Unit Cost (Inclusive GST)	Total Cost (Inclusive GST)
Android Tablet	8"–10"	01 No.		
Thermal Printer	Standard compatible	01 No.		
Private Sender ID	Six-character	01 No.		
System Setup Cost	One-time	01 No.		
Visitor's Self Mobile Entry	QR-based	01 No.		
Recurring Services Required (Per annum)				
Cloud-based Visitor Management Software	Subscription	01 License		
Client Licenses for Approvers	User access	75 License		
SMS/Email Pack	25,000 messages (renewable as per usage)	01 No.		
Grand Total (Inclusive GST)				
In Words				

Terms & Conditions

1. All the costs shall be inclusive of GST.
2. The quotation should clearly specify unit cost and total cost.
3. The system must be fully functional and integrated within the Institute's IT environment.
4. The vendor shall ensure training, support, and warranty for the deployed system.

Instructions to the participants:

1. The vendor has 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 the subject line: "Deployment of Visitor Management System".
2. Kindly ensure that the quotation is signed & stamped in the .pdf format (Password protected), and free from any virus or corrupted files.
3. Quotation received without a password protected shall not be considered for further processing.
4. Quotations should be submitted on or before 2:00 PM by 15.10.2025 (Wednesday), and the password



has to be shared between 02:30 PM and 03:00 PM on the same day.

5. The firm should attach the GSTIN & PAN copy along with the quotation.
6. Work order shall be issued to the successful L1 bidder.
7. Payment shall be made to the vendor after successful delivery and an inspection report submitted by the IIM Sirmaur.
8. Bidders can visit the site on any working day between 10:00 a.m. and 5:00 p.m. before the quotation submission end date at their own expense.

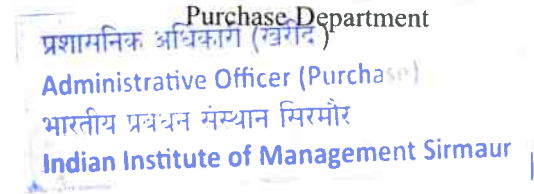
Note: Kindly submit the password-protected financial quotes on your letterhead only as per the attached RFQ (Request for Quotations) along with the mentioned details & documents, please.

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

**To be filled by
the bidder on
their letterhead**



(Harpreet Singh)
Administrative Officer,
Purchase Department



.....
(Signature & Stamp of the Authorized Signatory of the bidder firm.)