

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/Registration Kit/03/25-26

Date: 12.06.2025

Request for Quotation

To,
Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Dhaura Kuan, Sirmaur, 173031

Subject: Procurement of Registration Kit for various Programmes 2025 at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for Registration Kit for various Programmes 2025 at IIM Sirmaur as follows:


Quotation Format (On letter Head Only)			
Sr. No.	Description of Items	Quantity	Total cost (Incl. of GST & all Rs.)
01	Flair 0.7 mm Woody Pens	500 Nos.	To be filled by the Vendor on their letter head
02	Student laptop Bag a) Black colour with minimum Two Pockets/Spaces b) Bottle Holders on both side c) Pen Holder on front d) Embossed with the color logo of IIM Sirmaur on front side. e) The bag should be of premium quality material and able to carry 15.4' size of laptop	500 Nos.	To be filled by the Vendor on their letter head
Grand Total Amount (Inclusive of taxes & all other charges)			To be filled by the vendor on their letter head.

A. Instructions to the participants:

1. The vendor 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 Procurement of Registration Kit for various Programmes 2025 at IIM Sirmaur. 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 16.06.2025 (Monday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
4. **The firm should attach GSTIN & PAN copy along with the quotation.**
5. Payment shall be made to the successful vendor after procurement of Registration Kit for various Programmes 2025 and after successful delivery and inspection report submitted by the IIM Sirmaur.
6. The vendor whom so ever is identified as L1 vendor shall have to submit a sample of the requirement before the bulk supply.

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.

Name of Firm _____
Address of the Firm To be _____
GSTIN filled by _____
PAN the vendor _____
Email Address on their letterhead _____
Contact No. _____


Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

