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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/Venue Booking/16/24-25

Date: 18.11.2024

Request for Quotation

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

Subject: Request for Quotation regarding the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet at Bangalore on 30 November 2024.

We solicit your password protected e-quotation for the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet at **Bangalore** on **30 November 2024** as follows:

Quotation Format (On letter Head Only)				
Sr. No.	Venue Booking along with Food (snacks and dinner)	Approximate Persons/Pax	Price per pax (Incl. of GST & all Rs.)	Total cost (Incl. of GST & all Rs.)
1	Venue/Hall for the event inclusive of audio system and decoration for the event.	NA	NA	To be filled by the Vendor on their letter head
2	Snacks and drinks: 02 Welcome Soft Drinks on arrival along with 02 veg and 02 non veg starters in circulation for 90 Minutes	75	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
3	Main Course (Dinner) 01 Vegetarian Soup, 03 Vegetarian Salads, 02 Non-Veg Main Course (preferably 1 chicken and 1 mutton dish) 03 Vegetarian Main Course, 01 Lentil preparation 01 Veg Flavoured Rice - Assorted Indian Breads (Roti, Missi roti, Garlic naan & Butter naan) - Papad / Pickle / Curd 03 Desserts	75	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
4	a) Flex Banner with Complete Work & Wooden Frame b) Dimension: 12 x 6 feet	1 No.	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
5	a) Flex Rollover Standee b) Dimension: 3 x 6 feet	2 Nos.	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
Grand Amount (Inclusive of taxes & all other charges)			To be filled by the vendor on their letter head.	To be filled by the vendor on their letter head.

NOTE: Payment will be made as per actual number of persons/pax availing the services.

A. Instructions to the participants:

1. 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 with subject line: **"Quotation regarding the Venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet at Bangalore on 30 November 2024."** 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 20.11.2024 (Wednesday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
4. **The firm should ensure to send their GSTIN & PAN copy along with the quotation.**
5. The selected vendor has to provide the requirements as per above table only.
6. Payment shall be made to the successful vendor after successful completion of the Venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet of at Bangalore on 30 November 2024.
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.**
8. **Content for printing on the standees and banners will be informed to the selected vendor along with the purchase order (PO).**

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

*To be filled
by the vendor
on their
letter head*

[Signature]
Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

