IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबंध संस्थान सिरमौर
Dhaula Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India
धौला कुआँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

क्रमांक | No. IIMS/PUR/Stationery Items/47/26-27 दिनांक | Date: November 20, 2026

मूल्य निर्धारण हेतु निवेदन | Request for Quotation

सेवा में | To,
वरिष्ठ सलाहकार (प्रशासन) |Sr. Consultant (Administrative),
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur
धौला कुआं, सिरमौर, 173031 | Dhaula Kuan, Sirmaur, 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 Sirmaur, H.P.

हम, भारतीय प्रबंध 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 Sirmaur, H.P. as follows-

Quotation Format (On letterhead only)						
S.No.	**Items Name with description**	**UOM**	**Quantity**	**Make & Model**	**Unit Price (Incl. of GST & all)**	**Total Cost (Incl. of GST & all)**
1	**A4 Paper** A4 size, 75 GSM, White, Copier/Printer compatible, 500 sheets/ream	Ream	195			
2	**AA Cell** AA size, 1.5V, Alkaline, leak-resistant, long shelf life	Pcs	225			
3	**AAA Cell** AAA size, 1.5V, Alkaline, leak-resistant, long shelf life	Pcs	325			
4	**Ball Pen Black** Black ink, 0.7 mm approx. ball point, smooth writing, refillable/standard	Pcs	310			
5	**Ball Pen Blue** Blue ink, 0.7 mm approx. ball point, smooth writing, refillable/standard	Pcs	390			
6	**Ball Pen Red** Red ink, 0.7 mm approx. ball point, smooth writing, refillable/standard	Pcs	342			
7	**Binder Clip 15mm** 15 mm, metal clip, black, approx. 12 pcs/small box	Small Box	43			
8	**Binder Clip 19mm** Metal clip, black, approx. 12 pcs/small box	Small Box	43			

9	**Box File/Lever Arch File (IIM Logo)** Dimensions & Capacity:-Custom-engineered for A4 size documents with a wide 75 mm spine that smoothly accommodates a bulk storage payload of 400 to 500 sheets. Premium Construction:- Composed of a high-density rigid hardboard core fully wrapped in water-resistant, scratch-proof black PP/PVC for elite structural durability. Reinforced Hardware:- Guarded by protective metal edge shoes along the bottom rim and features a metal spine thumb ring for high-frequency shelf retrieval. Secure Locking System:- Utilizes a heavy-duty metal lever arch clip mechanism paired with front cover Rado locking slots to snap the file completely flush and upright. Institutional Branding:- Features premium-quality, high-contrast surface printing of the official IIM Sirmaur name and logo shield centered professionally on the front side.	Pcs	125			
10	**Ring File** Material: Plain plastic/ Fiber, Size: Full scape, Minimum 500 Micron, good quality	Pcs	100			
11	**Ring File Transparent Leaf** Size: Full scape, Minimum 150 Micron, good quality (1 Pkt=100 Pcs)	Pkt	20			
12	**Brown File (IIM Logo)** A4/Foolscap size, brown board/paper file, durable, with IIM Sirmaur logo	Pcs	335			
13	**Brown Tape 2"** 2 inch width, self-adhesive packing tape, strong adhesive, approx. 40–50 micron	Pcs	62			
14	**Carbon Paper** A4 size, blue/black, good-quality carbon paper, suitable for multiple copies	Pkt	1			
15	**CD Marker** Permanent CD/DVD marker, fine tip, quick-drying, black ink	Pcs	60			
16	**Colour Chalk** Assorted colours, dustless/non-toxic chalk, suitable for writing boards, approx. 10/12 pcs box	Small Box	4			
17	**Double Tape 1"** 1 inch width, double-sided adhesive tape, strong bonding, approx. 20 m roll	Pcs	17			
18	**Double Tape 2"** 2 inch width, double-sided adhesive tape, strong bonding, approx. 20 m roll	Pcs	17			

19	**Envelope A3 (With Logo)** A3 size, good-quality paper, threaded, self-sealing/gum flap, suitable for official documents, **Internal Moisture Protection:** Fully lined with a protective inner plastic laminate/envelop layer (water-proof lining under the paper surface) to insulate valuable documents from accidental water spills, dampness, and tropical weather elements.IIM Sirmaur Printed with logo.	Pcs	710			
20	**Envelope A3 Plain** A3 size, good-quality paper, threaded, self-sealing/gum flap, plain **Internal Moisture Protection:** Fully lined with a protective inner plastic laminate/envelop layer (water-proof lining under the paper surface) to insulate valuable documents from accidental water spills, dampness, and tropical weather elements.	Pcs	300			
21	**Envelope A4 (With Logo)** A4 size, good-quality paper, threaded, self-sealing/gum flap,IIM Sirmaur Printed with logo **Internal Moisture Protection:** Fully lined with a protective inner plastic laminate/envelop layer (water-proof lining under the paper surface) to insulate valuable documents from accidental water spills, dampness, and tropical weather elements.	Pcs	730			
22	**Envelope A4 Plain** A4 size, good-quality paper, threaded, self-sealing/gum flap, plain IIM Sirmaur Printed with logo **Internal Moisture Protection:** Fully lined with a protective inner plastic laminate/envelop layer (water-proof lining under the paper surface) to insulate valuable documents from accidental water spills, dampness, and tropical weather elements.	Pcs	310			
23	**Envelope Letter Size (With Logo)** Letter size, good-quality paper, threaded, self-sealing/gum flap, Internal Moisture Protection: Fully lined with a protective inner plastic laminate/envelop layer (water-proof lining under the paper surface) to insulate valuable documents from accidental water spills, dampness, and tropical weather elements.	Pcs	920			
24	**Glue Stick** Solid adhesive glue stick, non-toxic, smooth application, approx. 15–20 g	Pcs	115			
25	**Gumming Sheet** Self-adhesive/gumming sheet, A4 size, suitable for office/document use	Sheets	110			

26	**Highlighter** Fluorescent ink, chisel tip, approx. 2–5 mm line width, quick-drying	Pcs	105			
27	**L-Folder (With Logo)** A4 size, good-quality PP/plastic, transparent, minimum 200 micron, L-shaped opening, with IIM Sirmaur logo	Pcs	480			
28	**Magnetic Duster** Magnetic whiteboard duster, soft felt/foam cleaning surface, ergonomic grip, suitable for whiteboard	Pcs	35			
29	**Marker Permanent** Permanent marker, black, medium/fine tip, quick-drying, waterproof ink	Pcs	20			
30	**Notepad (With Logo)** A4 Size, approx. 75–80 GSM white paper, 40-50 sheets/pages, top glue-bound, plain/unruled pages, soft paper cover, IIM Sirmaur logo printed on front cover & every pages	Pcs	300			
31	**Paper Cutter** Small office paper cutter, stainless steel/retractable blade, compact, safe grip	Pcs	20			
32	**Pencil** HB graphite pencil, good-quality wood, smooth writing, easy sharpening	Pcs	215			
33	**Punching Machine DP 280** Heavy-duty/desktop paper punching machine, DP-280 model/type, suitable for office documents, adjustable punching capacity	Pcs	1			
34	**Push Pin** Steel/plastic push pins, sharp pointed pin, assorted/standard colour, approx. 10–20 mm head	Box	104			
35	**Register** Type : Ruled Register Paper: White, good-quality writing / printing paper Paper GSM: 75 GSM Pages:150 Pages Binding:Hard bound/ Cloth Bound Cover: Hard board Cover Ruling: Single Line Colour: White Pages	Pcs	27			
36	**Register** Type : Ruled Register Paper: White, good-quality writing / printing paper Paper GSM: 75 GSM Pages: 300 Pages Binding: Hardbound/ Cloth Bound Cover: Hard board Cover Ruling: Single Line Colour: White Pages	Pcs	22			
37	**Scale Plastic** 30 cm, transparent plastic, clear graduations, durable	Pcs	10			

38	**Scale Steel** 30 cm, stainless steel, engraved/printed graduations, durable and rust-resistant	Pcs	11			
39	**Scissors** Stainless steel blades, approx. 6–8 inch, comfortable handle, suitable for office use	Pcs	24			
40	**Single Butten Folder** A4 size, PP/plastic, minimum 200 micron, single button closure, durable, suitable for document storage	Pcs	225			
41	**Spring File (With Logo)** A4 Size, Good Quality, made of minimum 0.8 mm thick PP material, rigid and durable cover, heavy-duty rust-resistant steel spring mechanism, strong metal rivets, reinforced spine, corners and edges reinforced with durable binding cloth for extra strength and protection, capacity minimum 150–200 sheets, suitable for regular office use, with IIM Sirmaur printed with logo on front cover.	Pcs	515			
42	**Stamp Pad (Blue Ink)** Blue ink stamp pad, quick-drying ink, suitable for office rubber stamps, approx. 90 × 60 mm	Pcs	1			
43	**Stapler 10 No.** Standard office stapler, No. 10 compatible, metal/plastic body, approx. 15–20 sheets capacity	Pcs	2			
44	**Stapler 45 No.** Heavy-duty stapler, 24/6 or compatible staple, metal body, approx. 20–30 sheets capacity	Pcs	1			
45	**Stapler Pin 10 No.** galvanized/steel, suitable for No. 10 stapler, pins approx. 1000 staples pin in small box	Pcs	109			
46	**Stapler Pin 24/6 45 No.** galvanized/steel, suitable for 24/6 45 No. stapler, pins approx. 1000 staples pin in small box	Pcs	100			
47	**Stick Folder** A4 size, PP/plastic, strip/stick binding, suitable for document filing	Pcs	4			
48	**Sticky Note 20*75*3** Approx. 20 × 75 mm, self-adhesive paper notes, 3 pads/pack, good-quality adhesive	Pcs	5			
49	**Sticky Note 20*75*5** Approx. 20 × 75 mm, self-adhesive paper notes, 5 pads/pack, good-quality adhesive	Pcs	101			
50	**Sticky Note** (3 × 3 inch * 100 sheets single colour) self-adhesive paper notes, good-quality adhesive	Pcs	215			

51	**Sticky Note** (3 × 5 inch * 100 sheets Single colour 76*125 mm) self-adhesive paper notes, good-quality, adhesive at 3 inch	Pcs	100			
52	**Tags for Files (Thread)** Paper/cardboard file tags with cotton thread/string, durable, suitable for attaching to files/documents, metal edged	Pkt	30			
53	**Tagging Marker** Permanent, quick-drying, waterproof and fade-resistant paint/ink; suitable for writing on metal, wood, plastic and other asset surfaces. Strong adhesion with good visibility on painted and unpainted surfaces; suitable for permanent asset tagging and inventory identification. Colour: Dark Blue	Pcs	5			
54	**Tagging Marker** Permanent, quick-drying, waterproof and fade-resistant paint/ink; suitable for writing on metal, wood, plastic and other asset surfaces. Strong adhesion with good visibility on painted and unpainted surfaces; suitable for permanent asset tagging and inventory identification. Colour: White	Pcs	5			
55	**Tape 1"** Transparent adhesive tape, 1 inch width, strong adhesive, suitable for general office use Roll Length Specification: Supplied in a compact, highly efficient 25-meter (approx. 82 feet) total length roll, optimizing desktop storage space and making it highly suitable for standard handheld dispensers	Pcs	35			
56	**Tape 2"** Transparent adhesive tape, 2 inch width, strong adhesive, suitable for general office/packing use **Roll Length Specification:** Supplied in a compact, highly efficient 25-meter (approx. 82 feet) total length roll, optimizing desktop storage space and making it highly suitable for standard handheld dispensers	Pcs	35			
57	**Tape Dispenser 1"** Table-top tape dispenser, suitable for 1 inch tape, heavy/stable base, built-in cutting blade	Pcs	1			
58	**Tape Dispenser 2"** Table-top tape dispenser, suitable for 2 inch tape, heavy/stable base, built-in cutting blade	Pcs	11			
59	**Two Flap File with Lace** Full Scap size, two-flap file, paper/cardboard/PP, lace/string closure, suitable for document storage	Pcs	60			

60	**U Clip / Paper Clip** Standard U-shaped paper clips, galvanized steel, rust-resistant, approx. 28–33 mm, 100 pcs/box	Pcs	155			
61	**White Board Marker Black** Black ink, dry-erase marker, chisel/round tip, quick-drying, low-odour, suitable for whiteboards	Pcs	310			
62	**White Board Marker Blue** Green ink, dry-erase marker, chisel/round tip, quick-drying, low-odour, suitable for whiteboards	Pcs	310			
63	**White Board Marker Green** Green ink, dry-erase marker, chisel/round tip, quick-drying, low-odour, suitable for whiteboards	Pcs	260			
64	**White Board Marker Red** Red ink, dry-erase marker, chisel/round tip, quick-drying, low-odour, suitable for whiteboards	Pcs	310			
65	**White chalk** Sticks, smooth writing, dustless/low-dust, non-toxic, suitable for blackboard use	Small Box	4			
66	**Whitener** Correction fluid, white, quick-drying, smooth application, suitable for correcting handwritten/printed documents	Pcs	19			
67	**Fevicol Tube** Synthetic adhesive, suitable for paper/cardboard/general office use, approx. 20–50 g tube	Pcs	20			
Total Amount Rs. (Inclusive of taxes, FOR and all other charges)				**To be filled by the bidder on their letterhead**	**To be filled by the bidder on their letterhead**	**To be filled by the bidder on their letterhead**

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

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 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.

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 26.11.2026 (Thursday) 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 three (03) years.

5. The selected vendor has to supply the requirements as per the above mentioned specifications only.

6. The quoted rates shall remain valid for a period of 12 months, subject to the execution of a Rate Contract (RC), if decided by the Institute.

7. The selected vendor may be required to supply stationery items from time to time, as per the Institute's requirements, for a period of 12 months at the same quoted rates and subject to the same terms and conditions.

8. The selected lowest quoted (L1) vendor shall deliver the items within 10 days from the date of issuance of the Purchase Order (PO)

9. 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.

10. The Lowest quoted (L1) vendor has submit the samples of the requirement for approval by user the user department.

11. **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 पताEmail Address_____

संपर्क नंबरContact No._____

वरिष्ठ सलाहकार (प्रशासन) | Sr. Consultant (Admin.)
भारतीय प्रबंध संस्थान सिरमौर | IIM Sirmaur (H.P.)

IIM SIRMAUR
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

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