



IIM SIRMAUR  
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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,  
Paonta Sahib, Sirmaur,  
Himachal Pradesh-173025, India.

रामपुर घाट रोड,  
पांवटा साहिब, सिरमौर।  
हिमाचल प्रदेश-173025, भारत।

No. 1-19/2022-IIMS (PUR)/Misc.

Dated: February 26, 2023

**Request for Quotation**

To,

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**Subject: Call for e-quotations for Printing & Supply of MDP Brochures for IIM Sirmaur.**

Dear Bidders,

We solicit your e-quotations for printing and supply of MDP Brochures for IIM Sirmaur at Paonta Sahib as detailed at Annexure-A of this RFQ by 02.03.2023 (11:00 AM).

2. E-Quotations may be submitted on or before **11:00 AM March 02, 2023** via e-mail to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) in a password protected PDF attachment along with Super scribing Subject Line: **Printing and Supply of MDP Brochures for IIM Sirmaur at Paonta Sahib.**
3. **Password of the PDF file will be mailed by the bidder between 11:00 AM to 02:00 PM after last date & time failing which the quotation shall be not considered. The quotation must be encrypted with password protected attachment.**
4. **Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.**
5. IIM Sirmaur reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified bidders to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.
7. Other Terms and Conditions:
  1. Payment will be made after successful printing & supply of MDP Brochures at IIM Sirmaur, Paonta Sahib and after submission of bills.
  2. The quoted amount shall be inclusive of all. GST applicable shall be extra.
  3. Bidders need to provide Bank details.
  4. Items should be delivered within stipulated time after issuing of Purchase Order, otherwise order shall be stand cancelled.
  5. Bidder must submit the quotation duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.
  6. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.
  7. If the bidder will email the password before the last date & time, their quotation will not be considered for further process.
  8. The bidder who quotes the lowest amount for the service shall be considered for further proceeding.
  9. Depending upon the cost, IIM Sirmaur may or may not avail the service.

Encl: As above

  
Dr. K Selvanathan  
Senior Consultant (Admin.)

Copy:

1. Director's Secretariat, IIM Sirmaur.
2. IT Office, IIM Sirmaur for uploading the RFQ in the official website.
3. Office copy

  
27/02/2023



  
27/02/23

**BIDDER'S INFORMATION**  
**(On Company / firm's Letterhead)**

Details of Bidder		
1.	Registered Name of the bidder	
2.	Registered Address of the bidder	
3.	Name & Designation of the Contact person	
4.	Contact Details : Mobile : Office Number: Email Id / FAX No:	
5.	Status of the Company (Public Ltd./ Pvt. Ltd.) (Attach Copy)	
6.	Whether a registered GST number, if yes please provide (Attach Copy)	
7.	Details of the Incorporation of the Company (Attach Copy)	Date:
		Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)	

Place:  
Date:

Signature of bidder  
With the seal of their company

  
27/02/2023



  
27/2/23

## Annexure-A

Sl. No	Description	Specification	Qty.	Amount (Rs.)
01.	MDP Brochure	<b>Size:</b> A4 (Closed size) <b>Pages:</b> 4 (Four) <b>Material:</b> 300 GSM Imported Artpaper <b>Fabrication:</b> Single Fold <b>Printing:</b> 4 colour offset with side print	750 Pcs	
02.	MDP Calendar	<b>Size:</b> A5 (Close size) <b>Pages:</b> 4 <b>Material:</b> 170 GSM Imported Artpaper <b>Fabrication:</b> Single Fold <b>Printing :</b> 4 colour offset with both side print	750 Pcs	
03.	MDP Envelope	<b>Size:</b> A4 (Close size) <b>Material:</b> 120 GSM Imported Artpaper <b>Fabrication:</b> Single Fold <b>Printing:</b> 4 Colour offset	750 Pcs	
		<b>GST</b>		
		<b>Grand Total Amount (GST Inclusive)</b>		

**Note:**

1. It is mandatory to provide the quotes which is inclusive of all only for above mentioned items in the Request for Quotation, failing which quotation may not be considered.
2. Rates should be inclusive of packaging, delivery and other charges.
3. Acceptance of material may depend upon the quality and institute requirement only.
4. It is mandatory to supply the material in 750 sets of each items i.e. MDP Brochures (Brochure. Calendar & Envelop).
5. Before final printing one sample copy of above material must be approved by Chairperson-MDP, IIM Sirmaur.
6. The firm has the relevant experience in IIMs/IITs/NITs for printing of MDP Brochures for one year or more (Proof of experience to be attached).

*Ge*  
27/10/2023

*[Signature]*

*[Signature]*  
27/10/23