



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,
पांचटा साहिब, सिरमौर।
हिमाचल प्रदेश-173025, भारत।

No. 1-19/2022-IIMS (PUR)/Misc. 844.

Dated: November 02nd, 2022

Request for Quotation

Subject: Call for e-quotation for "Printing of ID cards and supply along with strap and card holder" for IIM Sirmaur, Paonta Sahib.

Dear Bidders,

We solicit your e-quotation for "Printing of ID cards and supply along with strap and card holder" for IIM Sirmaur, Paonta Sahib as detailed in Annexure-II of this RFQ and also furnish the bidders information in the format at Annexure-I by 11.11.2022 (11:00 AM)

2. E-Quotations may be submitted on or before **11:00 AM, November 11th, 2022** via e-mail to purchaseoffice@iimsirmaur.ac.in in a password protected PDF attachment along with Superscribing Subject Line: "Printing ID cards and supply along with strap and card holder" for IIM Sirmaur, Paonta Sahib.
3. Password of the PDF file will be e-mailed by the bidder only after the due date 11/11/2022 & time 11:00 AM. 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.
6. Minimum Required Specification for ID Card Printer is listed below;

ID Card Printing Specification	
Shape	Rectangular
Colour	Multicolor
Type	Double Sided
Printing Type	Digital Printing
Weight	2 g
Size	86 x 54 mm

7. Other Terms and Conditions:

1. Payment will be made after successful delivery of "Printed of ID cards along with strap and card holder" to IIM Sirmaur, Paonta Sahib and after submission of bills.
2. The quoted amount shall be inclusive of all components and GST.
3. Bidder need to provide bank details.
4. Items should be delivered within 15 days from the date of receipt of the Purchase Order.
5. Bidder must submit the quotation in the format given at Annexure I & II 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 product (including all components and GST) shall be considered for further proceeding.
9. Depending upon the cost, IIM Sirmaur may or may not procure the product.

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

Annexure-I

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

Annexure-II

Financial Quotation			
Sr. No.	Name of the item	Qty	Total Amount in Rupees
1.	Printed Identity Cards	300 Nos.	
2.	Printed Strap		
3.	Plastic Cover		
GST			
Grand Total			

ID Card Printing Specification	
Shape	Rectangular
Colour	Multicolor
Type	Double Sided
Printing Type	Digital Printing
Weight	2 g
Size	86 x 54 mm

Note:

*It is mandatory to provide the quote which is inclusive of all above products mentioned in the Request for Quotation, failing which quotation may not be considered.

*Password of the PDF file will be e-mailed by the bidder only after the due date 11/11/2022 & time at 11:00 AM. The quotation must be encrypted with password protected attachment. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.

*For password protected pdf, bidder can refer this website <https://smallpdf.com/protect-pdf> or etc.

Place:

Signature of bidder

Date:

With the seal of their company

