



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: November 15, 2022

Request for Quotation

Subject: Call for e-quotation for supply of Air Conditioners Installation Accessories at IIM Sirmaur, Paonta Sahib.

Dear Bidders,

1. We solicit your e-quotation for providing Air Conditioners Installation Accessories at IIM Sirmaur, Paonta Sahib as detailed in Annexure-I of this RFQ by 25.11.2022 (11:00 AM).
2. E-Quotations may be submitted on or before **11:00 AM November 25, 2022** via e-mail to purchaseoffice@iimsirmaur.ac.in in a password protected PDF attachment along with Super-scribing Subject Line: **Supply of Air Conditioners Installation Accessories for IIM Sirmaur, Paonta Sahib.**
3. **Password of the PDF file will be emailed by the bidder after the due date & time at 04:00 PM. 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. **Process for protecting the PDF file is as under:**
 - a) Download the scanned copy from email and take a print out and fill the details as required.
 - b) Rescanned it after filling the information and save it on Computer Desktop.
 - c) Right click on the saved pdf file and choose "open with" MS word.
 - d) After open PDF file in MS word format, click on upper left side on "File Menu".
 - e) File menu shows option "Protect Document" click on it and choose "Encrypt with password" then you can create a password as you want to keep.
5. The bidder should submit following documents:
 - a) Copy of registered shop firm/agency.
 - b) Copy of registered service provider/dealer.
 - c) Agency should submit a copy of GST registration, PAN card.
6. 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. 100% payment will be made after successful delivery and installation of accessories at IIM Sirmaur and submission of bills.
 2. The quoted amount shall be inclusive of all. GST applicable shall be extra.
 3. Items should be delivered within 3 days from the date of receipt of the Supply Order.
 4. Bidder must submit the quotation duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.
 5. **Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.**
 6. If the bidder will email the password before the last date & time, their quotation will not be considered for further process.
 7. The bidder who quotes the lowest amount for the service shall be considered for further proceeding.
 8. Depending upon the cost, IIM Sirmaur may or may not avail the service.
 9. For any query, the bidder can contract over email to purchaseoffice@iimsirmaur.ac.in.

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.

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-I

Quotation Format				
Sr. No.	Descriptions of items	Qty.	Unit	Total (Rs.)
1.	Copper pipe ½ & 1/4 (with insulation, taping etc.)	01	Mtr.	
2.	Copper wire 2.5 MM-3 Core	01	Mtr.	
3.	Drain Pipe	01	Mtr.	
4.	Clump 25MM	01	Pkt.	
5.	Clump 40MM	01	Pkt.	
6.	Cable Tie	01	Pkt.	
7.	Gas Top Up	01	Per AC	
	Total Amount			
	GST			
	Grand Total			

1. It is mandatory to provide the quote which is inclusive of all above items mentioned in the Request for Quotation, failing which quotation may not be considered.
2. Total number of Air Conditioners (01 Tr. Split inverter) are 09 Nos. which are to be installed at IIM Sirmaur, Temporary campus.
3. Payment will be made as per actual installation of above material and inspection of the concerned department.
4. The installation charges shall be paid by the Air conditioner Supplier which details shall be share to successful bidder. Finalization of installation charges shall be at both parties discretion only.
5. If L-1 bidder fails to supply and install the above mentioned items, the same shall be assign to the next L-2 bidder.