



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

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. 1-20/2023-IIMS (PUR)/Misc.15

June 27, 2023

Request for Quotation

To,

Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Rampur Ghat, Paonta Sahib, H.P. 173025.

Subject: Call for e-quotations for Supply of Mementos at IIM Sirmaur

We solicit your e-quotation for the designing & supply of 90 Nos. Mementos for the Alumni Meet at IIM Sirmaur, Paonta Sahib subject to institute requirement as hereunder:

Sr. No.	Description of Items	Qty.	Basic Rate	GST	Total Amount (incl. GST)
1.	Mementos for Alumni Meet (Sample is attached for reference)	90 Nos			
Grand Total Amount (GST Inclusive & all other charges)					

A. Instructions to the participants:

1. The bidders have to send this RFQ after filing rates in password protected pdf format to IIM Sirmaur by email to purchaseoffice@iimsirmaur with subject line: - **Quotation for Designing & Supply of 90 Nos. Mementos at IIM Sirmaur.**
2. Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.
3. Quotation received without password protected shall not be considered for further process.
4. Quotations should be submitted on or before 11:00 AM by 05.07.2023 (Wednesday) and the password may be shared between 01:00 PM to 02:00 PM on the same date.
5. The firm should ensure to send their GSTIN & PAN copy along with the quotation.
6. The content for printing will be provided by the Institute to the successful vendor.

7. The selected vendor has to supply 90 Nos. Memento as per the sample shared within 3-4 days of the PO date.
8. Delivery should be made on FOR basis by the vendor.
9. Payment shall be made to the successful vendor after satisfactory delivery of the material at IIM Sirmaur and submission of invoice (s) in original.

Name of Firm _____

Address of the Firm _____

GSTIN _____

PAN _____

Email Address _____

Contact No. _____



Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

SAMPLE OF MEMENTO TO BE DESIGNED



Note: The content for printing will be provided by the Institute