



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर
Dhaura Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India

धौला कुआँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

No. IIMS/PUR/Degree Folder, Certificate and Marks Sheet/27/25-26

Date: 10.02.2026

Request for Quotation

To,
Administrative Officer (Purchase)
Indian Institute of Management Sirmaur
Dhaura Kuan, Sirmaur, 173031

Subject: Call for e-quotations for printing and supply of Degree Folder, Certificate and marks Sheets at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for printing and supply of Degree Folder, Certificate and marks Sheets at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Items	Unit	Quantity	Total Cost inclusive of GST and all (in INR)
1	<p>Degree Folders with:</p> <p>a) The colour of the folder will be different for MBA, MBA-TM, LSM and EMBA</p> <ul style="list-style-type: none"> The name and roll number of each student is to be printed/engraved on the front right side corner. A golden-coloured border line is to be engraved on the front side of the folder. <p>b) Technical Parameters:</p> <ul style="list-style-type: none"> Leather Cover. Dimension: Approx. Height 32.5cm X Length 23.5cm <p>(Basically it should hold a A4 size certificate inside it)</p> <ul style="list-style-type: none"> Separate Removable Lamination Sheet(s) Triangular Corner Holders (4 on each side) for holding the Degree Certificate and Mark sheet <p>Note:</p> <p>1) The degree folders should be of premium quality and as approved after submission of sample.</p>	Nos.	373	To be filled by the vendor on their letter head only.
2	<p>Temper Proof Mark Sheets & Degree Certificate: for MBA, MBA-TM, MBA-TTHM, LSM, EMBA and EMBA-DTA</p> <p>a) Special Synthetic Resin Paper</p> <p>b) Temper Proof and water Resistance</p> <p>c) A4/260 GSM, 200 Micron Thickness with Engraving</p> <p>d) Multi color Laser Printing</p> <p>Note: Hologram (for degree certificate) and security features need to be incorporated in Degree Certificate and Mark sheets.</p>	Nos.	1004	To be filled by the vendor on their letter head only.
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their letter head

A. Instructions to the participants:

1. The bidders have to send this RFQ after filing rates on their letter head in password protected pdf format only to IIM Sirmaur by emailing to purchaseoffice@iimsirmaur.ac.in with subject line:
Quotation for printing and supply of Degree Folder, Certificate and marks Sheets 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 shall not be considered for further process.
3. Physical sample should be submitted on or before 02:00 PM by 17.02.2026 (Tuesday) at Purchase Office, IIM Sirmaur, Dhaula Kuan, Sirmaur, H.P. – 173031
4. Quotations should be submitted on or **before 02:00 PM by 23.02.2026 (Monday)** 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.
5. **The firm should attach their GSTIN & PAN copy along with the quotation.**
6. The selected vendor has to supply the requirements as per specifications, mentioned in RFQ.
7. Payment shall be made to the successful vendor after printing and supply of Degree Folder, Certificate and marks Sheets at IIM Sirmaur, H.P. and after successful delivery and inspection report submitted by the IIM Sirmaur.
8. The sample soft copy of the degree folder and the content to be printed on it is attached at Annexure –I and Annexure –II.
9. Sample soft copy of the Temper Proof Mark Sheets & Degree Certificate is attached at Annexure –III and Annexure –IV. for better understanding of the quality and technical parameters, the vendor may visit the purchase office, main campus, IIM Sirmaur, if willing so.
10. **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**

Name of Firm _____
Address of the Firm To be filled
GSTIN by the vendor
PAN on their
Email Address letterhead only
Contact No. _____

Signature & Stamp of the Authorized Signatory

for
18/2/26
Administrative Officer
(Purchase, IIM Sirmaur)



Samples are attached below:



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

MASTER OF BUSINESS ADMINISTRATION
(TOURISM AND HOSPITALITY MANAGEMENT)

ACADEMIC RECORD

SHIVALINI S
MBA08180



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

MASTER OF BUSINESS ADMINISTRATION

ACADEMIC RECORD

Annexure – III

&

Annexure - IV



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

MASTER OF BUSINESS ADMINISTRATION

2023-25

First Year Grade Sheet

Name :

Roll No :

Course Title		Credit	Core/ Elective	Grade
TERM-I				
BEHAVIOUR IN ORGANIZATIONS		3.00	C	C+
COMMUNICATION & CRITICAL THINKING FOR MANAGERS		3.00	C	C
DATA VISUALIZATION		1.50	C	C+
FINANCIAL REPORTING AND ANALYSIS		3.00	C	C
INFORMATION TECHNOLOGY CONCEPTS		1.50	C	B
INTRODUCTION TO PUBLIC POLICY		1.50	C	B
LEGAL ASPECTS IN MANAGEMENT		1.50	C	C+
MANAGERIAL ECONOMICS		3.00	C	D
MARKETING MANAGEMENT-I		3.00	C	C+
QUANTITATIVE ANALYSIS FOR MANAGEMENT-I		3.00	C	C
CREDITS	24.00	TERM GRADE POINT AVERAGE		3.50
TOTAL CREDITS	24.00	CUMULATIVE GRADE POINT AVERAGE		3.50
TERM-II				
DESIGNING WORK ORGANISATIONS		3.00	C	B
MACROECONOMIC ENVIRONMENT		3.00	C	C+
MANAGEMENT ACCOUNTING		3.00	C	C+
MARKETING MANAGEMENT-II		3.00	C	C+
OPERATIONS MANAGEMENT		3.00	C	C+
QUANTITATIVE ANALYSIS FOR MANAGEMENT- II		3.00	C	C+
SUSTAINABILITY MANAGEMENT		1.50	C	C
WRITTEN EXECUTIVE COMMUNICATION		1.50	C	B
CREDITS	21.00	TERM GRADE POINT AVERAGE		4.36
TOTAL CREDITS	45.00	CUMULATIVE GRADE POINT AVERAGE		3.90
TERM-III				
CORPORATE GOVERNANCE AND ETHICS		1.50	C	C-
FINANCIAL MANAGEMENT		3.00	C	D
HUMAN RESOURCE MANAGEMENT		3.00	C	B-
INDIAN ECONOMY & POLICY		1.50	C	B-
MANAGEMENT INFORMATION SYSTEMS		3.00	C	B-
QUANTITATIVE ANALYSIS FOR MANAGEMENT-III		1.50	C	C+
STRATEGIC ANALYSIS AND FORMULATION		3.00	C	C
SUPPLY CHAIN MANAGEMENT		3.00	C	C-
CREDITS	19.50	TERM GRADE POINT AVERAGE		3.31
TOTAL CREDITS	64.50	CUMULATIVE GRADE POINT AVERAGE		3.72
SUMMER PROJECT : SATISFACTORY				

Sirmaur

Date:- April 26, 2025

Chairperson
MBA Programme

ACADEMIC EVALUATION

The academic performance evaluation system is viewed primarily as an instrument for promoting learning process and is designed to assess the ability of the student to apply knowledge for problem solving and increasing organizational effectiveness. The evaluation is a continuous process based on assignments, quizzes, project work, seminar presentation, viva-voce, mid-term test and final examinations.

A ten point grading scale with corresponding letter grades is used as follows:-

Letter Grade:	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Grade Point:	10	9	8	7	6	5	4	3	2	1	0

The Term Grade Point Average (TGPA) is calculated by computing the sum of grade points in respective courses multiplied by the credits and dividing it by the total credit for all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) is calculated at the end of each term as a composite index of academic performance of the student up to that stage in the Programme.

For a non-credit course the following two letter grades are used:

S: Satisfactory

U: Unsatisfactory

For calculation of the CGPA or awarding of the degree, the grade obtained in a non-credit course is not taken in account.

To be eligible for promotion to the second year a student should:

- Maintain CGPA of at least 3.5 at the end of term III, and
- Have completed satisfactorily the Summer Internship program, and
- Not accumulate during the first year, F grade in more than two courses or D grade in any course if he/she has obtained F grades in two courses or D grade in more than two courses if he/she has obtained an F grade in one course or D grade in more than four courses if he/she has not obtained an F grade in any course.

To be eligible for the award of degree, a student should satisfy following criteria in addition to criteria of promotion to the second year mentioned above:

- CGPA of at least 4.0 at the end of term VI, and
- Have completed the prescribed credit hours, and
- Not accumulate during the second year, F grade in more than one course or D grade in any course if he/she has obtained F grade in one course or D grade in more than two courses.



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

संचालक मण्डल, शैक्षिक परिषद की
अनुशंसा पर एतद द्वारा

Roll No.

Name of Student

को

व्यवसाय प्रशासन स्नातकोत्तर

की उपाधि प्रदान करता है, जिन्होंने

प्रबन्धन में दो वर्षीय (पूर्णकालिक) स्नातकोत्तर कार्यक्रम

अध्ययन के निर्धारित पाठ्यक्रम सफलतापूर्वक पूरे किए हैं और

अन्य सभी अपेक्षाएं पूरी की हैं।

भारतीय प्रबन्ध संस्थान सिरमौर की मोहर के तहत छब्बीस अप्रैल दो हजार पच्चीस को प्रदत्त।

*The Board of Governors
upon the recommendation of Academic Council
hereby confers the degree of
MASTER OF BUSINESS ADMINISTRATION*

on

Name of Student

*who has successfully completed the prescribed course of studies and
fulfilled all requirements of*

Two Year (Full-Time) Post-Graduate Programme in Management

Given under the seal of Indian Institute of Management Sirmaur on the

Twenty Sixth Day of April Two Thousand Twenty Five.

PHOTO COPY



अध्यक्ष
कार्यक्रम
Chairperson

Master of Business Administration



निदेशक
Director



अध्यक्ष
संचालक मण्डल
Chairman
Board of Governors