**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर

Dhula Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, Indiaधौला कुआँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

No. IIMS/PUR/Desktop Table/07/25-26

Date: 08.07.2025

Request for Quotation

To,
Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Dhula Kuan, Sirmaur, 173031

Subject: Procurement of the Desktop Table (Workstation) for the Computer Lab at IIM Sirmaur, City Campus, Paonta Sahib, Sirmaur, H.P.

We solicit your password protected e-quotation for procurement of Desktop Table (Workstation) for the Computer Lab at IIM Sirmaur, City Campus, Paonta Sahib, Sirmaur, H.P. as follows:


Quotation Format (On letter Head Only)			
Sr. No.	Description of Item	Quantity	Total cost (Incl. of GST & all Rs.)
01	Desktop Tables (Workstation) with following Dimensions: <ul style="list-style-type: none">Length (inside) : 3 feet & 5.5 inch (A)Height : 2 feet & 8 inch (B)Upper Height : 7 inch (C)Useable Surface : 1 feet & 9 inch (D)Breadth : 1 feet & 11 inch (E)Legs : 5 inch (F)Back wall Width : 2 inch (G)Sidewall Width : 1 inch (H) NOTE: 1) Design and Structure of the Desktop Tables is attached with RFQ at Annexure - A for better understanding of work. 2) The quotes should be matching with the existing furniture	16 Nos.	To be filled by the Vendor on their letter head
Grand Total Amount (Inclusive of taxes & all other charges)			To be filled by the vendor on their letter head.

A. Instructions to the participants:

- The vendor 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 Desktop Tables (Workstation) for the Computer Lab at IIM Sirmaur, City Campus, Paonta Sahib, 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.
- Quotation received without password protected shall not be considered for further process.

3. Quotations should be submitted on or before **02:00 PM by 15.07.2025 (Tuesday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
4. **The firm should attach GSTIN & PAN copy along with the quotation.**
5. The selected vendor has to supply the requirements as per specifications.
6. Payment shall be made to the successful vendor after procurement of the Desktop Table (Workstation) for the Computer Lab at IIM Sirmaur, City Campus, Paonta Sahib, H.P. and after successful delivery and inspection report submitted by the IIM Sirmaur.
7. The vendor may visit, if needed, on 10th or 11th July, 2025 from 10:00 AM to 05:00 PM for inspection of the site/buildings at IIM Sirmaur, City (Temporary) Campus, Rampur Ghat, Paonta Sahib, H.P. for a better understanding of the work.
8. **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
PAN Vendor
Email Address on their letterhead
Contact No. _____


Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory



Annexure - A

