



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/Guest House Items/28/24-25

Date: 04.04.2025

Request for Quotation

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

Subject: Call for e-quotations for procurement of Guest House Items at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for procurement of Guest House Items at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Item	Unit	Quantity	Total Cost inclusive of GST and all (in INR)
1	Bed sheet with pillow cover white colour-single bed	Nos.	32	To be filled by the vendor on their letter head
2	Bed sheet with pillow cover white colour-double bed	Nos.	6	To be filled by the vendor on their letter head
3	Pillow	Nos.	44	To be filled by the vendor on their letter head
4	Bath towel white colour, min size 75cm x 145 cm, 600 GSM min, white colour (32 for double occupancy room & 6 for single occupancy room) (With IIM Sirmaur Logo)	Nos.	38	To be filled by the vendor on their letter head
5	Hand towel white colour in the bathroom (one in each room) (With IIM Sirmaur Logo)	Nos.	22	To be filled by the vendor on their letter head
6	Blanket- single bed (With IIM Logo)	Nos.	32	To be filled by the vendor on their letter head
7	Blanket- double bed (With IIM Sirmaur Logo)	Nos.	6	To be filled by the vendor on their letter head
8	Comforter, 130 GSM min/quilt- single bed (With IIM Logo)	Nos.	32	To be filled by the vendor on their letter head
9	Comforter, 130 GSM min/quilt- double bed (With IIM Sirmaur Logo)	Nos.	6	To be filled by the vendor on their letter head
10	Bucket 25 Ltr capacity	Nos.	22	To be filled by the vendor on their letter head
11	Plastic mug for bathroom	Nos.	22	To be filled by the vendor on their letter head
12	Bathing stool (plastic)	Nos.	22	To be filled by the vendor on their letter head
13	Cloth hangers (for hanging cloths in wardrobe-4 in each room)	Nos.	96	To be filled by the vendor on their letter head
14	Bathroom sleepers (2 pairs in double occupancy room & one pair in single occupancy room)	Pairs	38	To be filled by the vendor on their letter head

15	Toiletries, Shampoo Sachet, conditioner Sachet, body wash, hand wash, toilet paper and soar	Set	22	To be filled by the vendor on their letter head
16	Tea/Coffee Facilities Kettle (With IIM Sirmaur Logo), coffee maker, tea bags, tray (With IIM Sirmaur Logo) and sugar.	Set	22	To be filled by the vendor on their letter head
17	Clear glass for drinking water- 4 in double occupancy room and 2 in single occupancy room	Nos.	84	To be filled by the vendor on their letter head
18	Water bottle 500 ml-4 in double occupancy and 2 in single occupancy on daily basis for 7 days(one MDP program)	Nos.	400	To be filled by the vendor on their letter head
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 filling 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 procurement of Guest House Items 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. Quotations should be submitted on or before **02:00 PM by 07.04.2025 (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.
4. **The firm should attach their 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 Guest House Items at IIM Sirmaur, H.P. and after successful delivery and inspection report submitted by the IIM Sirmaur.
7. **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 on

Email Address their letterhead

Contact No. _____


Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

