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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबंध संस्थान सिरमौर
Dhaula Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India
धौला कुआँ, जिला .सिरमौर
हिमाचल प्रदेश - 173031, भारत

क्रमांक | No. IIMS/PUR/Household Items/45/26-27 दिनांक | Date: 03.11.2026

मूल्य निर्धारण हेतु निवेदन | Request for Quotation

सेवा में | To,
कार्यालय सहायक | Office Assistant,
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur
ढौला कुआं, सिरमौर, 173031 | Dhaula Kuan, Sirmaur, 173031

विषय: आईआईएम सिरमौर, हिमाचल प्रदेश स्थित अशोक गेस्ट हाउस हेतु घरेलू उपयोग की वस्तुओं की खरीद के लिए ईकोटेशन- आमंत्रित करने के संबंध में।
Subject: Call for e-quotations for Procurement of Household Items for Ashoka Guest House at IIM Sirmaur, H.P.

हम, भारतीय प्रबंध संस्थान (आईआईएम), सिरमौर, हिमाचल प्रदेश स्थित अशोक गेस्ट हाउस हेतु घरेलू उपयोग की वस्तुओं की आपूर्ति हेतु आपसे पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित करते हैं। कृपया निम्नलिखित विवरण के अनुसार अपनी कोटेशन प्रस्तुत करें:

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

Quotation Format (On letter Head Only)				
Sr. No.	**Description of Items**	**Quantity**	**Unit Price (Incl. of GST & all)**	**Total Cost (Incl. of GST & all)**
1	**Foldable Aluminium Ladder with:** a) Ladder- 6 Steps Foldable with Built-in Tool Tray b) Heavy Duty D Shape Rods c) Dimension: 20 x 30cm Large Platform d) Wide Rubber Feet e) Secure Lock f) Capacity: 150Kg	1 Nos.		
2	**Cloth Drying Stand Coated Steel with:** a) Extra Large 3 Tier b) Stainless Steel Foldable Cloth Dryer	5 Nos.		
3	**Set of Tea Cup and Saucer with:** a) Ceramic Gold Line Diamond Cut b) White Cup 6 Pcs with Saucer Set of 6 Pcs Tea/Coffee Cups 200 ml	10 Set (1 set = Cup 6 Pcs with Saucer)		
4	**Towels with:** a) Towels for Bath b) 500 GSM Large Size Bathroom Towels (69cm x 137cm) c) Colour: White	40		
5	**Toilet Rolls with**: a) 2 Ply Toilet Paper b) Tissue Roll Family Pack 10-in-1 (240 Sheets Per roll)	20 Pkt. (1 Pkt.=10 Rolls)		
6	**Borosil Glass with:** a) Glass Set (Transparent, 350ml) -Set of 6	30 Glass		
7	**Guest House Toiletries Kit** (Toothpaste, Toothbrush, Hair Oil, Shaving Kit, Shampoo, Soap, Comb)	1000 Each		

8	**Toiletries Kit Zip Pouch with**: a) Printed With IIM Sirmaur Logo b) Transparent Zip Pouch c) Dimension : 9*6 inch	1000 Nos.		
Grand Total Amount (Inclusive of taxes, FOR & all other charges				

A. Instructions to the participants:

1. The bidders have to send this RFQ after filing rates on their letterhead in password protected pdf format only to IIM Sirmaur by emailing to purchaseoffice@iimsirmaur.ac.in with subject line:
   Quotation for Procurement of Household Items for Ashoka Guest House 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 and after the validity of participation period shall not be considered for further process.
3. Quotations should be submitted on or before **02:00 PM by 12.11.2026 (Thursday)** 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 Bidder is required to submit the following documents/undertakings, duly signed and stamped on the firm's official letterhead, along with the quotation:**
   a) GSTIN and PAN Documents:
   Self-attested copies of the firm's GSTIN and PAN.
   b) Undertaking regarding Blacklisting:
   Name of the Firm: _____
   The bidder should not have been debarred/blacklisted by any Government Department, Semi-Government Department, Educational Institution (including IIMs), or any other organization during the last Three (03) years.
5. The selected vendor has to supply the requirements as per the above mentioned specifications only.
6. The selected lowest quoted (L1) vendor shall deliver the items within 10 days from the date of issuance of the Purchase Order (PO).
7. Payment shall be made to the successful vendor within 30 working after Procurement of Household Items for Ashoka Guest House at IIM Sirmaur, H.P. and after submission of original hard copy of the tax invoice, followed by successful providing the inspection report submitted by the user department of IIM Sirmaur.
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**.

फर्म का नाम/Name of Firm_____

फर्म का पता/Address of the Firm_____

जीएसटीआईएन/GSTIN _____

पैन/PAN _____

ईमेल पताEmail Address_____

संपर्क नंबरContact No._____

To be filled by the vendor on their letterhead only

02/11/2026

कार्यालय सहायक (क्रय) | Office Assistant (Purchase)
आईआईएम सिरमौर, हि. प्र. | IIM Sirmaur, H.P.

अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर एवं मोहर / Signature & Stamp of the Authorized Signatory

भारतीय प्रबंधन संस्थान सिरमौर
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