



**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/Housekeeping Items/23/24-25

Date: 01.01.2025

**Request for Quotation**

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

**Subject: Call for e-quotations for procurement of the Housekeeping Cleaning Materials at IIM Sirmaur, city campus, Paonta Sahib, H.P.**

We solicit your password protected e-quotation for procurement of the Housekeeping Cleaning Materials at IIM Sirmaur as follows:

Quotation Format (On letter Head Only)			
Sr. No.	Description of Items	Quantity	Total Cost (inclusive of GST and all)
1	Lizol Floor Cleaner Lemon Flavour (5 ltr)	18 Pcs.	To be filled by the vendor on their letter head
2	White Phenyl ( jet 5 ltr)	36 Pcs.	To be filled by the vendor on their letter head
3	Harpic Blue(500 ml)	80 Pcs.	To be filled by the vendor on their letter head
4	Harpic Red (500 ml)	45 Pcs.	To be filled by the vendor on their letter head
5	Hand Mop (XXL) Poocha (30" * 30")	45 Pcs.	To be filled by the vendor on their letter head
6	Colin (500 ml)	45 Pcs.	To be filled by the vendor on their letterhead
7	Surf (Tide 500gm) total	30 Pcs.	To be filled by the vendor on their letter head
8	Garbage Bag 240 Ltr	75 Pkt.	To be filled by the vendor on their letter head letter
9	Garbage Bag 130 Ltr	75 Pkt.	To be filled by the vendor on their letter head
10	Garbage Bag 5 Ltr	150 Pkt.	To be filled by the vendor on their letter head
11	Scrub Pad Green	15 Pcs.	To be filled by the vendor on their letter head
12	Scrub pad Sponge	15 Pcs.	To be filled by the vendor on their letter head
13	Steel Scrubber	15 Pcs.	To be filled by the vendor on their letter head
14	Broom Hard	20 Pcs.	To be filled by the vendor on their letter head
15	Broom Soft	30 Pcs.	To be filled by the vendor on their letter head
16	Toilet Brush	10 Pcs.	To be filled by the vendor on their letter head
17	Godrej Aer Pocket	75 Pcs.	To be filled by the vendor on their letter head
18	Room Freshener Godrej (220 ml)	15 Pcs.	To be filled by the vendor on their letter head
19	Wiper Big	10 Pcs.	To be filled by the vendor on their letter head
20	Housekeeping Rubber Hand gloves	20 Pairs	To be filled by the vendor on their letter head
21	Jala Brush (Cobweb brush)	10 Pcs.	To be filled by the vendor on their letter head
22	Naphthalene Balls (100 gm)	30 Pkt.	To be filled by the vendor on their letter head

23	Urinal Screen	45 Pkt.	To be filled by the vendor on their letter head
24	Cloth Duster (cotton)(18 x18) Inch	50 Pcs.	To be filled by the vendor on their letter head
25	Hit Red (lemon Flavour 200 ml)	30 Pcs.	To be filled by the vendor on their letter head
26	Vim Liquid (140 ml)	30 Pcs.	To be filled by the vendor on their letter head
27	Hand Wash Dettol 5 Ltr	20 Pcs.	To be filled by the vendor on their letter head
28	Toilet Paper	90 Roll	To be filled by the vendor on their letter head
29	Acid 1 Ltr Jet	45 Pcs.	To be filled by the vendor on their letter head
30	Cotton Towel (12" * 18")	10 Pcs.	To be filled by the vendor on their letter head
31	Hand wash Dispenser (200 ml)	10 Pcs.	To be filled by the vendor on their letter head
32	Kitchen Wiper Small	10 Pcs.	To be filled by the vendor on their letter head
<b>Grand Total Amount (Inclusive of taxes, FOR &amp; all other charges)</b>			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](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Quotation for procurement of the Housekeeping Cleaning Materials at IIM Sirmaur.**  
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 03.01.2025 (Friday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date on [purchaseoffice@iimsirmaur.ac.in](mailto: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 the Housekeeping Cleaning Materials 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 \_\_\_\_\_

GSTIN \_\_\_\_\_

PAN \_\_\_\_\_

Email Address \_\_\_\_\_

Contact No. \_\_\_\_\_

*Dr. K. Selvanathan*  
Dr. K. Selvanathan  
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

