



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

क्रमांक | No. IIMS/PUR/Microsoft Campus Agreement/43/26-27

दिनांक | Date: 27.10.2026

मूल्य निर्धारण हेतु निवेदन | Request for Quotation

सेवा में | To,
कार्यालय सहायक | Office Assistant,
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur
धौला कुआँ, सिरमौर, 173031 | Dhaura Kuan, Sirmaur, 173031

विषय: आईआईएम सिरमौर, हिमाचल प्रदेश के लिए माइक्रोसॉफ्ट कैपस एग्रीमेंट सदस्यता (सब्सक्रिप्शन) प्रदान करना हेतु ई-कोटेशन आमंत्रण |

Subject: Call for e-quotations for providing Microsoft Campus Agreement subscription for IIM Sirmaur, H.P.

हम आपसे अनुरोध करते हैं कि आईआईएम सिरमौर के लिए माइक्रोसॉफ्ट कैपस एग्रीमेंट उपलब्ध कराने हेतु पासवर्ड-संरक्षित ई-कोटेशन नीचे दिए गए विवरण अनुसार प्रेषित करें:

We solicit your password protected e-quotation for providing Microsoft Campus Agreement subscription for IIM Sirmaur as follows:

Quotation Format (On letter Head Only)				
Sr. No.	Description of services	Quantity	Unit Price (Incl. of GST & all Rs.)	Total cost (Incl. of GST & all Rs.)
1	Microsoft 365 Apps for Faculty - Online (Web Version) & Offline (Desktop Apps Version)	80	To be filed by the vendor on their letter head only.	To be filed by the vendor on their letter head only.
2	Microsoft 365 Apps for Students - Online (Web Version) & Offline (Desktop Apps Version)	3,200	To be filed by the vendor on their letter head only.	To be filed by the vendor on their letter head only.
3	Microsoft 365 Co-pilot	2	To be filed by the vendor on their letter head only.	To be filed by the vendor on their letter head only.
Total Amount for One Year (Inclusive of taxes & all other charges)				To be filed by the vendor on their letter head only.
Grand Total Amount for Three Year (Inclusive of taxes & all other charges)				To be filed by the vendor on their letter head only.

Note: The Microsoft Campus Agreement subscription for IIM Sirmaur, H.P., shall be availed for a maximum period of three (03) years, subject to the Institute's requirements and applicable terms and conditions.

A. Instructions to the participants:

- विक्रेता को इस निविदा अनुरोध (RFQ) में दरे भरने के बाद अपने लेटरहेड पर पासवर्ड-संरक्षित PDF प्रारूप में कोटेशन केवल ईमेल द्वारा IIM सिरमौर को भेजनी होगी, ईमेल पता: purchaseoffice@iimsirmaur.ac.in ईमेल का विषय (Subject line) होना चाहिए: **Quotation for Providing Microsoft Campus Agreement subscription for IIM Sirmaur** कृपया सुनिश्चित करें कि भेजी गई कोटेशन हस्ताक्षरित एवं मुहरबद्ध हो, PDF पासवर्ड-संरक्षित हो, तथा उसमें कोई वायरस या करप्टेड फाइल न हो।

The vendor has 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 Providing Microsoft Campus Agreement subscription for 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. पासवर्ड-संरक्षित न होने वाली कोटेशन को आगे की प्रक्रिया के लिए विचार नहीं किया जाएगा।
Quotation received without password protected shall not be considered for further process.
3. कोटेशन **04.11.2026 दोपहर 02:00 बजे तक** अनिवार्य रूप से जमा की जानी चाहिए। उसी दिन **02:30 बजे से 03:00 बजे** के बीच कोटेशन की **पासवर्ड जानकारी साझा करनी होगी**।
Quotations should be submitted on or before **02:00 PM by 04.11.2026 (Wednesday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
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 five (03) years.
5. The Bidder shall be an authorized dealer/partner of the Microsoft Campus Agreement. Valid authorization certificates from the OEM(s) must be submitted along with the bid.
6. चयनित विक्रेता को आवश्यकताओं की आपूर्ति निर्दिष्ट विनिर्देशों के अनुसार करनी होगी।
The selected vendor has to supply the requirements as per specifications.
7. भुगतान सफल विक्रेता को आईआईएम सिरमौर के लिए माइक्रोसॉफ्ट कैपस एग्रीमेंट प्रदान करने, लाइसेंस सफलतापूर्वक उपलब्ध कराने तथा आईआईएम सिरमौर द्वारा निरीक्षण रिपोर्ट जमा किए जाने के बाद किया जाएगा।
Payment shall be made to the successful vendor after providing Microsoft Campus Agreement for IIM Sirmaur and after successful providing the licenses and inspection report submitted by the IIM Sirmaur.
8. **नोट: कृपया संलग्न निविदा अनुरोध (RFQ) के अनुसार तथा उल्लिखित विवरण एवं दस्तावेजों के साथ केवल अपने लेटरहेड पर पासवर्ड-संरक्षित वित्तीय कोटेशन प्रस्तुत करें।**
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 To be _____

जीएसटीआईएन/GSTIN filled by the _____

पैन/PAN Vendor on their _____

ईमेल पता Email Address letterhead only _____

संपर्क नंबर Contact No. _____

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

