



IIM SIRMAUR
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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर

Dhaulta Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India

धौला कुर्आँ, जिला. सिरमौर
हिमाचल प्रदेश - 173031, भारत

No. IIMS/PUR/Answer Sheets/30/25-26

Date: 30.03.2026

Request for Quotation

To,
Administrative Officer (Purchase),
Indian Institute of Management Sirmaur
Dhaulta Kuan, Sirmaur, 173031

Subject: Call for e-quotations for printing and supply of Mid-Term and End-Term Answer Sheets for AY 2025-26 and 2026-27 at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for printing and supply of Mid-Term and End-Term Answer Sheets for AY 2025-26 and 2026-27 at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Item	Quantity	Unit Price (Incl. of GST & all)	Total Cost (Incl. of GST & all)
1.	Mid-Term Answer Sheets for AY 2025-26 and 2026-27	10,000 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
2	End-Term Answer Sheets for AY 2025-26 and 2026-27	10,000 Nos.	To be filled by the vendor on their letter head	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. Technical Specifications:

1. Printing Alignment: Horizontal
2. Brightness of the paper should be good.
3. Colored Cover Page should be of Good Quality, Mid-Term & End Term answer sheet color are "Pink" & "Light sky blue" respectively. Sample of both is enclosed for reference.
4. Measurements: Length: 26.50cm, Width: 21 cm.
5. Quality of the paper
 - Cover page: 100 GSM
 - Pages: 90 GSM
6. Number of inside pages will be 08 (both side 16 pages) in both Mid-Term End-Term answer sheets
7. A Sample of answer sheet must be provided prior to the final delivery date.
8. Printing of Serial no. should be proper (Serial No. will be provide the BMS Office of IIM Sirmaur)

B. 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 printing and supply of Mid-Term and End-Term Answer Sheets for AY 2025-26 and 2026-27 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 07.04.2026 (Tuesday)** 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) Name of the Firm _____ Bidder should not have been debarred/ blacklisted by any Govt. Dept. /Semi Govt. Dept. /Educational Institute/ IIM or any other organization in the last Five years.
5. The selected vendor has to supply the requirements as per the above mentioned specifications only.
6. Payment shall be made to the successful vendor within 30 working days after printing and supply of Mid-Term and End-Term Answer Sheets for AY 2025-26 and 2026-27 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 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 vendor

PAN on their

Email Address letterhead only

Contact No. _____

Jyoti 20/03
 Administrative Officer (Purchase)
 IIM Sirmaur (H.P.)

Signature & Stamp of the Authorized Signatory



क्रमांक /SL.No. Sample



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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

उत्तर पुस्तिका / ANSWER BOOK

सत्र/Semester: I / II / III / IV / V / VI / VII / VIII

परीक्षा/Examination: /सत्रांत(End-Semester)

नाम/ Name _____ अनुक्रमांक/ Roll No. _____ अनुभाग/ Section _____

विषय/ Subject _____ दिनांक/Date _____

फैकल्टी का नाम/Name of the faculty _____

प्रश्न सं./ Question No.	1	2	3	4	5	6	7	8	9	10	11	12	अंको का योग / Total Marks
पूर्णांक/ Maximum Marks													
प्राप्तांक/ Marks Obtained													

प्राप्तांक/ Marks Secured _____

(शब्दों में/ in words)

Student's Signature छात्र के हस्ताक्षर

परीक्षक के हस्ताक्षर/Examiner's Signature

क्रमांक /SL.No. Sample



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उत्तर पुस्तिका / ANSWER BOOK

सत्र/Semester: I / II / III / IV / V / VI / VII / VIII

परीक्षा/Examination: मध्य-सत्र (Mid-Semester)

नाम/ Name _____ अनुक्रमांक/ Roll No. _____ अनुभाग/ Section _____

विषय/ Subject _____ दिनांक/Date _____

फैकल्टी का नाम/Name of the faculty _____

प्रश्न-सं./ Question No.	1	2	3	4	5	6	7	8	9	10	11	12	अंको का योग / Total Marks
पूर्णांक/ Maximum Marks													
प्राप्तांक/ Marks Obtained													

प्राप्तांक/ Marks Secured _____

(शब्दों में/ in words)

Student's Signature छात्र के हस्ताक्षर

परीक्षक के हस्ताक्षर/Examiner's Signature

