



IIM SIRMAUR  
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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/Registration Kit/2/26-27

दिनांक | Date: 06.06.2026

मूल्य निर्धारण हेतु निवेदन | Request for Quotation

सेवा में | To,  
वरिष्ठ सलाहकार (प्रशासन) | Senior Consultant (Admin.),  
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur  
धौला कुआँ, सिरमौर, 173031 | Dhaura Kuan, Sirmaur, 173031

विषय: IIM Sirmaur में वर्ष 2026 के विभिन्न कार्यक्रमों हेतु पंजीकरण किट (लैपटॉप बैग, पेन एवं फाइल) की खरीद।  
Subject: Procurement of Registration Kit (Laptop Bag, Pen and File) for various Programmes 2026 at IIM Sirmaur, H.P.

हम IIM Sirmaur में वर्ष 2026 के विभिन्न कार्यक्रमों हेतु पंजीकरण किट (लैपटॉप बैग, पेन एवं फाइल) की आपूर्ति के लिए आपका पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित करते हैं, जिसका विवरण निम्नानुसार है:  
We solicit your password protected e-quotation for Registration Kit (Laptop Bag, Pen and File) for various Programmes 2026 at IIM Sirmaur 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)
01	Flair 0.7 mm Woody Pens	550 Nos.	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
02	<b>Student laptop Bag</b> a) Black colour with minimum Two Pockets/Spaces b) Bottle Holders on both side c) Pen Holder on front d) Embossed with the color logo of IIM Sirmaur on front side. e) The bag should be of premium quality material and able to carry 15.4' size of laptop	550 Nos.	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
03	Cobra File (Printed with IIM Sirmaur Logo and Name)	700 Nos.	To be filled by the vendor on their letter head.	To be filled by the Vendor on their letter head
<b>Grand Total Amount (Inclusive of taxes &amp; all other charges)</b>				To be filled by the Vendor on their letter head

**A. Instructions to the participants:**

1. The vendor 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 with subject line: **Quotation for Procurement of Registration Kit (Laptop Bag, Pen and File) for various Programmes 2026 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.

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3. Quotations should be submitted on or before **02:00 PM** by **11.06.2025 (Thursday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
4. **The firm should attach GSTIN & PAN copy along with the quotation.**
5. Payment shall be made to the successful vendor within 30 working days after procurement of Registration Kit (Laptop Bag, Pen and File) for various Programmes 2026 and after successful delivery and inspection report submitted by the IIM Sirmaur.
6. The vendor whom so ever is identified as L1 vendor shall have to submit a sample of the requirement before the bulk supply.
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.**

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. \_\_\_\_\_

*[Handwritten Signature]*

वरिष्ठ सलाहकार (प्रशासन)  
 Senior Consultant (Admin.)  
 IIM Sirmaur, H.P. (173031)



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