

क्रमांक | No. IIMS/PUR/ Staff Laptop/42/26-27

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 लैपटॉप की खरीद हेतु ईकोटेशन- आमंत्रित करने के संबंध में।
Subject: Call for e-quotations for Procurement of Laptop at IIM Sirmaur, H.P.

आईआईएम सिरमौर, हिमाचल प्रदेश में लैपटॉप की खरीद हेतु आपसे निम्नलिखित विवरण के अनुसार पासवर्ड सुरक्षित- ईकोटेशन- आमंत्रित किया जाता है।

We solicit your password protected e-quotation for Procurement of Laptop at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Item	Quantity	Unit Cost (Incl. of GST & all)	Total Cost (inclusive of GST and all)
1.	Laptop with: a) Processor: 13 th generation Intel Core i5, 10 cores, 12 MB L3 cache OR equivalent AMD Processor b) Memory (RAM): 16 GB DDR5-5600 MHz RAM (1 x 16 GB) expandable to 32 GB c) Memory Slots: 2 SODIMM d) Storage: 512 GB PCIe NVMe M.2 SSD e) Display: 35.6 cm (14") diagonal, anti-glare, 300 nits display f) Display Type: IPS g) Display Resolution: FHD h) Graphics: Integrated Intel/AMD Graphics i) LAN: Gigabit Ethernet Port j) Wireless: Intel/AMD Wi-Fi 6 (2x2) k) Bluetooth: Bluetooth 5.2 OR higher l) Ports: 1 x USB Type-C, 2 x USB Type-A, 1 HDMI 2.1, 1 x stereo headphone/microphone combo jack m) Pointing Device: Click pad with multi-touch n) Keyboard: Spill-resistant, backlit keyboard o) Audio: Dual stereo speakers, dual array microphones p) Camera: 1080p FHD camera q) Battery: Long Life Li-ion internal battery with Charging Adapter r) Operating System: MS Windows 11 Pro s) Warranty: 3 Years comprehensive onsite warranty t) Other Accessories: Cordless/Wireless Mouse and Suitable Laptop Carry Bag	05 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their Letter head only.

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 with subject line:
Quotation for procurement of Laptop 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 shall not be considered for further process.
3. Quotations should be submitted on or before **02:00 PM by 03.11.2026 (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. **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 selected vendor has to supply the requirements as per specifications.
6. Payment shall be made to the successful vendor within 30 working days after procurement of Laptop at IIM Sirmaur, H.P. and after successful delivery and inspection report submitted by user department of IIM Sirmaur.
7. 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 filled*

जीएसटीआईएन/GSTIN _____ *by the vendor*

पैन/PAN _____ *on their letterhead*

ईमेल पता Email Address _____ *only*

संपर्क नंबर Contact No. _____

27/10/26
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

