

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर
Dhaura Kuan, Distt. Sirmour
Himachal Pradesh – 173031, India

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

क्रमांक | No. IIMS/PUR/Pinnacle 4.0 Stage Setup/38/26-27

दिनांक | Date: 07.10.2026

Short-Term Request for Quotation

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

Subject: Call for E-Quotations for Providing Stage Setup and Sound System Services for the Pinnacle Event to be held on 10th and 11th October, 2026 at IIM Sirmour, H.P.

We solicit your password-protected e-quotation for Providing Stage Setup and Sound System Services for the Pinnacle 4.0 Event to be held on **10th and 11th October, 2026** at IIM Sirmour, H.P. 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)
1.	Lighting Lamp	01 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
2.	Selfie Corner with rise r, lights, red carpet & 8X8 backdrop	01 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
3.	Chairs with Cover (2days)	400 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
4.	Stage with Flower Decoration	01 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
5.	AV System:	2 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
	i) Collar/ Head on Mic	6 Nos.		
	ii) Hand Mic	4 Nos.		
	iii) JBL Speakers	2 Nos.		
	iv) AV Amplifier	1 No.		
	v) Podium Mic	1 No.		
6.	Standing AC (2.5 Ton)	8 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
7.	Bouquet (Normal)	25 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
8.	Truss Tent (80X40X16 ft) with white curtain	1 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
9.	Sofa with Cover (2 seater)	6 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
10.	Centre Table with Cover	06 Nos.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
10	Red Carpet (90x50 ft)	1 No.	To be filled by the vendor on their letter head	To be filled by the vendor on their letter head
11.	Stage lights and entry lights (LED panel & warm white light)	1 No.	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

NOTE: The above-mentioned requirement is required for two days, i.e., 10th and 11th October 2026.

A. 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 Stage Setup and Sound System Services for the Pinnacle 4.0 Event to be held on 10th and 11th October, 2026 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 08.10.2026 (Thursday)** 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 provide the services as per the above mentioned specifications only.
6. Payment shall be released to the successful vendor within **30 working days** from the date of submission of the original hard copy of the tax invoice, subject to the successful completion of the Stage Setup and Sound System Services for the Pinnacle 4.0 Event to be held on 10th and 11th October, 2026 at IIM Sirmaur, H.P., and submission of a satisfactory inspection report by the user department of 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.**

फर्म का नाम/Name of Firm _____

फर्म का पता/Address of the Firm _____

जीएसटीआईएन/GSTIN _____

पैन/PAN _____

ईमेल पता/Email Address _____

संपर्क नंबर/Contact No. _____


Dr. K. Selvanathan
Senior Consultant (Admin.)

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

