

No.IIMS/PUR/Stationary Items /13/24-25

Date: 24.03.2025

Request for Quotation

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

Subject: Call for e-quotations for procurement of the stationery items at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for procurement of the stationery items at IIM Sirmaur as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Items	Unit	Quantity	Total Cost inclusive of GST and all(in INR)
1	A3 Rim	Nos.	15	To be filled by the vendor on their letter head
2	Register 300 pages (Hard bond)	Nos.	200	To be filled by the vendor on their letter head
3	Register 150 Pages (Hard Hard)	Nos.	200	To be filled by the vendor on their letter head
4	Ball Pen Blue	Nos.	1,450	To be filled by the vendor on their letter head
5	Ball Pen Black	Nos.	350	To be filled by the vendor on their letter head
6	Ball Pen Red	Nos.	130	To be filled by the vendor on their letterhead
7	Tape 1"	Nos.	150	To be filled by the vendor on their letter head
8	Tape 2"	Nos.	150	To be filled by the vendor on their letter head
9	Tape Brown 2"	Nos.	60	To be filled by the vendor on their letter head
10	Tape Dispenser	Nos.	25	To be filled by the vendor on their letter head
11	Sticky Note (3 X 3)	Pkt.	200	To be filled by the vendor on their letter head
12	Sticky Note 20 X 75 X 3	Pkt.	200	To be filled by the vendor on their letter head
13	Sticky Note 15x75x5 (24 pcs in one box)	Pkt.	100	To be filled by the vendor on their letter head
14	Paper Cutter	Nos.	60	To be filled by the vendor on their letter head
15	Stapler 10 No.	Nos.	100	To be filled by the vendor on their letter head
16	Stapler 45 No.	Nos.	20	To be filled by the vendor on their letter head
17	Stapler Pin 10 No	Box	150	To be filled by the vendor on their letter head
18	Stapler Pin 24/6 No	Box	50	To be filled by the vendor on their letter head
19	Highlighter	Nos.	300	To be filled by the vendor on their letter head

20	Board Marker (Red)	Nos.	300	To be filled by the vendor on their letter head
21	Board Marker (Blue)	Nos.	300	To be filled by the vendor on their letter head
22	Board Marker (Black)	Nos.	300	To be filled by the vendor on their letter head
23	Board Marker (Green)	Nos.	300	To be filled by the vendor on their letter head
24	Marker Permanent	Box	125	To be filled by the vendor on their letter head
25	Binder Clip 15mm	Box	60	To be filled by the vendor on their letter head
26	Binder Clip 32mm	Box	125	To be filled by the vendor on their letter head
27	Binder Clip 19 mm	Box	125	To be filled by the vendor on their letter head
28	Binder Clip 25 mm	Box	125	To be filled by the vendor on their letter head
29	Binder Clip 41 mm	Box	125	To be filled by the vendor on their letter head
30	Cell AA	Nos.	120	To be filled by the vendor on their letter head
31	Scissor	Nos.	40	To be filled by the vendor on their letter head
32	Glue Stick	Nos.	120	To be filled by the vendor on their letter head
33	Push Pin	Box	30	To be filled by the vendor on their letter head
34	Damper	Nos.	20	To be filled by the vendor on their letter head
35	Pen Stand	Nos.	50	To be filled by the vendor on their letter head
36	Whitener	Nos.	30	To be filled by the vendor on their letter head
37	Office Tray	Nos.	25	To be filled by the vendor on their letter head
38	Duster (Magnetic)	Nos.	50	To be filled by the vendor on their letter head
39	Chalk dustless (White)	Box	30	To be filled by the vendor on their letter head
40	Chalk dustless (Colored)	Box	30	To be filled by the vendor on their letter head
41	Fevi Stick / Glue Stick	Nos.	120	To be filled by the vendor on their letter head
42	Pencil	10 Nos. in Box	120	To be filled by the vendor on their letter head
43	Paper Clip/U- Clip 35mm	Box	250	To be filled by the vendor on their letter head
44	Scale 12" (plastic)	Nos.	40	To be filled by the vendor on their letter head
45	Scale 12" (steel)	Nos.	50	To be filled by the vendor on their letter head
46	Carbon Paper	Set	12	To be filled by the vendor on their letter head
47	Single button folder	Nos.	30	To be filled by the vendor on their letter head
48	Spring File	Nos.	800	To be filled by the vendor on their letter head
49	Brown File	Nos.	800	To be filled by the vendor on their letter head

50	Box File	Nos.	200	To be filled by the vendor on their letter head
51	Stick Folder (with IIM Logo)	Nos.	100	To be filled by the vendor on their letter head
52	L type Folder (with IIM Logo)	Nos.	1,200	To be filled by the vendor on their letter head
53	Requisition Book (printed)	Nos.	60	To be filled by the vendor on their letter head
54	Note Pad (with logo)	Nos.	1,200	To be filled by the vendor on their letter head
55	Envelopes A4 (IIM Address)	Nos.	600	To be filled by the vendor on their letter head
56	Envelopes A3 (IIM Address)	Nos.	300	To be filled by the vendor on their letter head
57	Envelopes Letter Size (IIM Address)	Nos.	120	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. 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 Stationery Items 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.
3. Quotations should be submitted on or before **02:00 PM by 02.04.2025 (Wednesday)** 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 firm should attach their GSTIN & PAN copy along with the quotation.**
5. The selected vendor has to supply the requirements as per specifications.
6. If requested by this institute, the selected vendor will have to deliver the items in staggered manner i. e. staggered supply.
7. Payment shall be made to the successful vendor after procurement of the Stationery Items and after successful delivery and inspection report submitted by the IIM Sirmaur.
8. **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 _____

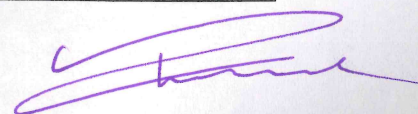
Address of the Firm To be filled

GSTIN by the vendor

PAN on their

Email Address letter head

Contact No. _____



Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory