



**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

No. IIMS/PUR/Venue Booking/24/2025-26

Date: 24.12.2025

**Request for Quotation**

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

**Subject: Request for Quotation regarding the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Chapter Meet at Delhi on 17<sup>th</sup> January, 2026 from 6 PM to 11 PM.**

We solicit your password protected e-quotation for the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Chapter Meet at Delhi on 17<sup>th</sup> January, 2026 from 6 PM to 11 PM.

| Quotation Format (On letter Head Only) |  |                         |   |   |
|--|--|-------------------------|---|---|
| Sr. No.                                | Venue Booking along with Food (snacks and dinner)  | Approximate Persons/Pax | Price per pax (Incl. of GST & all Rs.)          | Total cost (Incl. of GST & all Rs.)             |
| 1.                                     | Venue/Hall for the event inclusive of audio system and decoration for the event.   | NA                      | To be filled by the Vendor on their letter head | To be filled by the Vendor on their letter head |
| 2.                                     | Accommodation (For 3 Faculty) ( For 1 nights )   | 3 Rooms                 | To be filled by the Vendor on their letter head | To be filled by the Vendor on their letter head |
| 3.                                     | Accommodation (For 2 Student coordinators) (For 2 nights)  | 1 Room                  | To be filled by the Vendor on their letter head | To be filled by the Vendor on their letter head |
| 4.                                     | Snacks and drinks: <ul style="list-style-type: none"> <li>02 Welcome Soft Drinks on arrival along with</li> <li>02 veg and 02 non veg starters in circulation for 90 Minutes</li> </ul>  | 100 Pax.                | To be filled by the Vendor on their letter head | To be filled by the Vendor on their letter head |
| 5.                                     | Main Course (Dinner) <ul style="list-style-type: none"> <li>01 Vegetarian Soup,</li> <li>03 Vegetarian Salads,</li> <li>02 Non-Veg Main Course (preferably 1 chicken and 1 mutton dish)</li> <li>03 Vegetarian Main Course,</li> <li>01 Lentil preparation</li> <li>01 Veg Flavoured Rice</li> <li>Assorted Indian Breads (Roti, Missi roti, Garlic naan &amp; Butter naan)</li> <li>Papad / Pickle / Curd</li> <li>03 Desserts</li> </ul> | 100 Pax.                | To be filled by the Vendor on their letter head | To be filled by the Vendor on their letter head |

|  |  |        |  |  |
|--|--|--------|--|--|
| 6.   | a) Flex Banner with Complete Work<br>b) Dimension: 12 x 6 feet | 1 No.  | To be filled by the Vendor on their letter head  | To be filled by the Vendor on their letter head  |
| 7.   | a) Flex Rollover Standee<br>b) Dimension: 3 x 6 feet           | 2 Nos. | To be filled by the Vendor on their letter head  | To be filled by the Vendor on their letter head  |
| <b>Grand Amount (Inclusive of taxes &amp; all other charges)</b> |  |        | To be filled by the vendor on their letter head. | To be filled by the vendor on their letter head. |

**NOTE:** Payment will be made as per actual number of persons/pax availing the services.

**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 regarding the Venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Chapter Meet at Delhi on 17 January, 2026 from 6 PM to 11 PM."**  
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 05.01.2026 (Monday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date.
4. **The firm should ensure to send their GSTIN & PAN copy along with the quotation.**
5. The selected vendor has to provide the requirements as per above table only.
6. The vendor property should be at least 3 star and located in the prominent areas of Delhi.
7. Payment shall be made to the successful vendor after successful completion of the Venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Chapter Meet of at Delhi on 17<sup>th</sup> January 2026.
8. Location of the hotel should be within 10 KM radius of city center of Delhi.
9. **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.**
10. Content for printing on the standees and banners will be informed to the selected vendor along with the purchase order (PO).

Name of Firm \_\_\_\_\_

Address of the Firm To be \_\_\_\_\_

GSTIN filled by the \_\_\_\_\_

PAN Vendor on their \_\_\_\_\_

Email Address letterhead only \_\_\_\_\_

Contact No. \_\_\_\_\_

  
Harpreet Singh  
Administrative Officer (Purchase)

Signature & Stamp of the Authorized Signatory

