



**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/Mementos/12/24-25

Date: 28.10.2024

**Request for Quotation**

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

**Subject: Procurement of the Mementos for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024.**

We solicit your password protected e-quotation for procurement of the Mementos for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024 as follows:

Quotation Format (On letter Head Only)			
Sr. No.	Description of Items	Quantity	Total cost (Incl. of GST & all in Rs.)
1	Mementos	100 Pcs.	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 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](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Quotation for Procurement of the Mementos for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024.**  
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 **03:00 PM by 30.10.2024 (Wednesday)** and the password has to be shared between **03:30 PM to 04:00 PM** on the same date to [purchaseoffice@iimsirmaur.ac.in](mailto: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. Payment shall be made to the successful vendor within 15-20 days from the date of delivery.

7. Note: Kindly submit the password protected financial quotes on your letterhead only as per the attached RFQ and specification and photos attached (Request for Quotation) along with the mentioned details & documents, please.

Name of Firm \_\_\_\_\_  
Address of the Firm \_\_\_\_\_  
GSTIN \_\_\_\_\_  
PAN \_\_\_\_\_  
Email Address \_\_\_\_\_  
Contact No. \_\_\_\_\_

To be filled  
by the vendor  
on their  
letter head

*for*   
Dr. K. Selvanathan  
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory



(Wooden)

(21 cm)

9.5  
cm



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