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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर

Dhula Kuan, Distt. Sirmaur
Himachal Pradesh – 173031, India

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

No. IIMS/PUR/CAP Process Lucknow/18/24-25

Date: 18.12.2024

Request for Quotation

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

Subject: Procurement for Infrastructure Facilities for Conducting Offline CAP Process at City Lucknow from 1st March to 9th March 2025.

We solicit your password protected e-quotation for Infrastructure Facilities for Conducting Offline CAP Process at City Lucknow from 1st (afternoon check in) March to 9th (morning checkout) March 2025 as follows:

Quotation Format (On letter Head Only)				
Sr. No.	Venue Booking along with Food	Approximate Persons/Pax	Price per pax (Incl. of GST & all Rs.)	Total cost (Incl. of GST & all Rs.)
1	12 Single Occupancy Rooms [4 Rooms for 1 (A/N) – 9 th (F/N) March 2025] [8 Rooms for 2 (A/N) – 9 th (F/N) March 2025] <ul style="list-style-type: none">- Spacious with essential room kits- Including Breakfast, Lunch, and Dinner with Coffee/Tea/Milk and Drinking Water- Transport (Vehicle) Railway Station or Airport Transfers- One Set Laundry/Day/Person	14	To be filed by the vendor on their letter head.	To be filled by the Vendor on their letterhead
2	One Common Hall (3– 8 March 2024) <ul style="list-style-type: none">- Seating for approx. 50 Members along with tables to write a test- A Working Tables (10 Nos.)- 2 Tables and Chairs for Staff- One Whiteboard- One Notice Board- Charging Points	50	To be filed by the vendor on their letter head.	To be filled by the Vendor on their letterhead
3	Four Interview Rooms (3– 8 March 2024) <ul style="list-style-type: none">- With Four Chairs and One Tables/room- Charging Points (For each room)- Lemon Water/Coconut water/Fresh Juice during the Process	16	To be filed by the vendor on their letter head.	To be filled by the Vendor on their letter head
4	One Multifunction Printer on rental basis	-	To be filed by the vendor on their letter head.	To be filled by the Vendor on their letter head
Grand Amount (Inclusive of taxes & all other charges)			To be filed by the vendor on their letter head.	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 regarding Infrastructure Facilities for Conducting Offline CAP Process at City Lucknow from 1st March to 9th March 2025."**
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 26.12.2024 (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 firm should attach their GSTIN & PAN copy along with the quotation.**
5. The selected vendor has to provide the requirements as per the above table only.
6. Payment shall be made to the successful vendor after successful completion Infrastructure Facilities for Conducting Offline CAP Process at City Lucknow from 1st March to 9th March 2025.
7. Videography & photos of the venue is also be required to be shared along with the dimension details of hall and interview rooms.
8. Requirement are tentative & may slightly increase or decrease on actual basis. Final settlement would be done on actual basis.
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.**

Name of Firm _____
Address of the Firm _____
GSTIN _____
PAN _____
Email Address _____
Contact No. _____

Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

