



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/Housekeeping Items/09/24-25

Date:-16.10.2024

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 Housekeeping Cleaning Materials at IIM Sirmaur, city campus, Paonta Sahib, H.P.

We solicit your password protected e-quotation for procurement of the Housekeeping Cleaning Materials at IIM Sirmaur as follows:

Quotation Format (On letter Head Only)				
Sr. No	Description of Item	Unit	Quantity	Total Cost inclusive of GST and all (in INR)
1	Lizol Floor Cleaner Lemon Flavour (5 ltr jar)	Pcs	12	To be filled by the vendor on their letter head
2	White Phenyl (jar 5 ltr)	Pcs	25	To be filled by the vendor on their letter head
3	Harpic Blue(500 ml)	Pcs	60	To be filled by the vendor on their letter head
4	Harpic Red (500 ml)	Pcs	30	To be filled by the vendor on their letter head
5	Hand Mop (XXL) Pocha (30" * 30")	Pcs	30	To be filled by the vendor on their letter head
6	Colin (500 ml)	Pcs	30	To be filled by the vendor on their letterhead
7	Surf (Tide 500gm)	Pcs	20	To be filled by the vendor on their letter head
8	Garbage Bag 240 Ltr	Pkt	50	To be filled by the vendor on their letter head letter
9	Garbage Bag 130 Ltr	Pkt	50	To be filled by the vendor on their letter head
10	Garbage Bag 5 Ltr	Pkt	100	To be filled by the vendor on their letter head
11	Scrub Pad Green	Pcs	10	To be filled by the vendor on their letter head
12	Scrub pad Sponge	Pcs	10	To be filled by the vendor on their letter head
13	Steel Scrubber	Pcs	10	To be filled by the vendor on their letter head

14	Toilet Brush	Pcs	30	To be filled by the vendor on their letter head
15	Broom Hard	Pcs	10	To be filled by the vendor on their letter head
16	Broom Soft	Pcs	30	To be filled by the vendor on their letter head
17	Godrej Aer Pocket	Pcs	50	To be filled by the vendor on their letter head
18	Room Freshener Godrej (220 ml)	Pcs	10	To be filled by the vendor on their letter head
19	Wiper Big	Pcs	25	To be filled by the vendor on their letter head
20	Wiper small	Pcs	15	To be filled by the vendor on their letter head
21	Housekeeping Rubber Hand gloves	Pair	20	To be filled by the vendor on their letter head
22	Jala Brush (Cobweb brush)	Pcs	10	To be filled by the vendor on their letter head
23	Napthalene Balls (100 gm)	Pkt	20	To be filled by the vendor on their letter head
24	Urinal Screen	Pkt	30	To be filled by the vendor on their letter head
25	Cloth Duste (cotton)(18 x18) Inch	Pcs	30	To be filled by the vendor on their letter head
26	Dustpan	Pcs	30	To be filled by the vendor on their letter head
27	Hit Red (lemon Flavour 200 ml)	Pcs	20	To be filled by the vendor on their letter head
28	Vim Liquid (140 ml)	Pcs	20	To be filled by the vendor on their letter head
29	Hand Wash Dettol (5 Ltr)	Pcs	20	To be filled by the vendor on their letter head
30	Toilet Paper	roll	60	To be filled by the vendor on their letter head
31	Acid 1 Ltr Jet	Pcs	30	To be filled by the vendor on their letter head
32	Machine oil	Pcs	10	To be filled by the vendor on their letter head
33	Plastic Rassi	Roll	1	To be filled by the vendor on their letter head
34	Cloth Washing brush	Pcs	10	To be filled by the vendor on their letter head
35	Floor Big Brush	Pcs	10	To be filled by the vendor on their letter head
36	Cotton Towel (12" * 18")	Pcs	15	To be filled by the vendor on their letter head
Grand Total Amount (Inclusive of taxes & 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 filling 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 the Housekeeping Cleaning Materials 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 21.10.2024 (Tuesday)** 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 supply the requirements as per specifications.
6. Payment shall be made to the successful vendor after procurement of the Housekeeping Cleaning Materials and after successful delivery and inspection report submitted by the 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.**

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

To be filled
by the Vendor
on their
letter head



Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

