



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**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/Microwave Oven /20/24-25

Date: 27.11.2024

**Request for Quotation**

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

**Subject: Call for e-quotations for procurement of Microwave Oven at IIM Sirmaur, H.P.**

We solicit your password protected e-quotation for procurement of Microwave oven at IIM Sirmaur, H.P. 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	Microwave Oven of capacity/ volume (litres) 28	Nos.	18	To be filled by the vendor on their letter head
<b>Grand Total Amount (Inclusive of taxes, FOR &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 Microwave Oven at IIM Sirmaur, H.P.**  
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 29.11.2024 (Friday) and the password has to be shared between 02:30 PM to 03:00 PM on the same date on [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 after procurement of Microwave Oven at IIM Sirmaur, H.P. 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

