



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**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/Stationary Items /13/24-25

Date:-30.10.2024

**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 stationary items at IIM Sirmaur, H.P.**

We solicit your password protected e-quotation for procurement of the stationary items 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	A4 Ream	Nos.	200	To be filled by the vendor on their letter head
2	Punch 280	Nos.	50	To be filled by the vendor on their letter head
3	Punch 600	Nos.	50	To be filled by the vendor on their letter head
4	Fevi Stick (8 gram)	Nos.	100	To be filled by the vendor on their letter head
5	Register Small 150 pages	Nos.	50	To be filled by the vendor on their letter head
6	Register Large 300 pages	Nos.	80	To be filled by the vendor on their letterhead
7	Stapler No 10 (10 Stapler in 1 box)	Boxes	10	To be filled by the vendor on their letter head
8	Stapler HD 45 (10 Stapler in 1 box)	Boxes	10	To be filled by the vendor on their letter head
9	Kangaro Stapler (HD-23S24 All Metal)	Nos.	2	To be filled by the vendor on their letter head
10	A4 Plain Envelopes	Nos.	200	To be filled by the vendor on their letter head
11	Fixed Asset Register (200 pages)	Nos.	10	To be filled by the vendor on their letter head
12	Paper Cutter (Natraj)	Nos.	50	To be filled by the vendor on their letter head
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their letter head

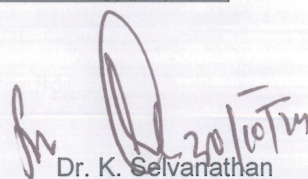


**A. Instructions to the participants:**

1. The bidders have to send this RFQ after 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 Stationary Items 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 05.11.2024 (Tuesday)** 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 the Stationary Items 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

