



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/Housekeeping Items/13/24-25

Date:-28.10.2024

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.	75	To be filled by the vendor on their letter head
2	White Phenyl (jet 5 ltr)	Pcs.	75	To be filled by the vendor on their letter head
3	Harpic Blue(500 ml)	Pcs.	300	To be filled by the vendor on their letter head
4	Harpic Red (500 ml)	Pcs.	75	To be filled by the vendor on their letter head
5	Hand Mop (XXL) Pocha (30" * 30")	Pcs.	150	To be filled by the vendor on their letter head
6	Colin (500 ml)	Pcs.	150	To be filled by the vendor on their letterhead
7	Surf (Tide 500gm)	Pcs.	150	To be filled by the vendor on their letter head
8	Garbage Bag 240 Ltr	Pkt.	150	To be filled by the vendor on their letter head letter
9	Garbage Bag 130 Ltr	Pkt.	150	To be filled by the vendor on their letter head
10	Garbage Bag 5 Ltr	Pkt.	50	To be filled by the vendor on their letter head
11	Scrub Pad Green	Pcs.	75	To be filled by the vendor on their letter head
12	Scrub pad Sponge	Pcs.	75	To be filled by the vendor on their letter head
13	Steel Scrubber	Pcs.	75	To be filled by the vendor on their letter head

14	Toilet Brush	Pcs.	50	To be filled by the vendor on their letter head
15	Broom Hard	Pcs.	100	To be filled by the vendor on their letter head
16	Broom Soft	Pcs.	100	To be filled by the vendor on their letter head
17	Godrej Aer Pocket	Pcs.	150	To be filled by the vendor on their letter head
18	Room Freshener Godrej (220 ml)	Pcs.	30	To be filled by the vendor on their letter head
19	Wiper Big	Pcs.	50	To be filled by the vendor on their letter head
20	Wiper small	Pcs.	25	To be filled by the vendor on their letter head
21	Housekeeping Rubber Hand gloves	Pair,	75	To be filled by the vendor on their letter head
22	Jala Brush (Cobweb brush)	Pcs.	50	To be filled by the vendor on their letter head
23	Napthalene Balls (100 gm)	Pkt.	150	To be filled by the vendor on their letter head
24	Urinal Screen	Pkt.	60	To be filled by the vendor on their letter head
25	Cloth Duste (cotton)(18 x18) Inch	Pcs.	150	To be filled by the vendor on their letter head
26	Dustpan	Pcs.	50	To be filled by the vendor on their letter head
27	Hit Red (lemon Flavour 200 ml)	Pcs.	50	To be filled by the vendor on their letter head
28	Vim Liquid (140 ml)	Pcs.	50	To be filled by the vendor on their letter head
29	Hand Wash Dettol (5 Ltr)	Pcs.	75	To be filled by the vendor on their letter head
30	Toilet Paper	roll	200	To be filled by the vendor on their letter head
31	Acid 1 Ltr Jet	Pcs.	75	To be filled by the vendor on their letter head
32	Toll Big Brush	Pcs.	20	To be filled by the vendor on their letter head
33	Cotton Towel (12" * 18")	Pcs.	20	To be filled by the vendor on their letter head
34	Dry Cotton Floor Mop	Pcs.	05	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

Note: For basis

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 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 04.11.2024 (Monday)** 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 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 vendor
on their
letter head.*

Dr. K. Selvanathan
29/10/24
Dr. K. Selvanathan
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

