



**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/Printer Cartridges/08/24-25

Date: 16.10.2024

**Request for Quotation**

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

**Subject: Procurement of Printer Cartridges for the Printer Machine (Kyosera Ecosys FS-1025) at IIM Sirmaur, City Campus, Paonta Sahib, H.P.**

We solicit your password protected e-quotation for procurement of Printer Cartridges for the Printer Machine (Kyosera Ecosys FS-1025) at IIM Sirmaur as follows:

<b>Quotation Format (On letter Head Only)</b>			
<b>Sr. No.</b>	<b>Cartridge Detail (Make &amp; Model)</b>	<b>Quantity</b>	<b>Total cost (Incl. of GST &amp; all Rs.)</b>
1	Kyocera Ecosys (FS-1025 MFP) Cartridge Model No. TK-1124	25 Nos.	To be filled by the Vendor on their letter head
<b>Grand Total Amount (Inclusive of taxes &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 Printer Cartridges for the Printer Machine (Kyosera Ecosys FS-1025) 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 (Monday)** 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 Printer Cartridges for the Printer Machine (Kyosera Ecosys FS-1025) 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 letterhead*



Dr. K. Selvanathan  
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory

