



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर

Dhaulta Kuan, Distt. Sirmaur  
Himachal Pradesh – 173031, India

धौला कुआँ, जिला. सिरमौर  
हिमाचल प्रदेश - 173031, भारत

No.IIMS/PUR/Stationery-items/04/24-25

23.09.2024

**Request for Quotation**

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

**Subject: Call for e-quotations for the supply of all stationery items at IIM Sirmaur.**

We solicit your password protected e-quotation for the supply of all stationery items at IIM Sirmaur.

Quotation Format				
Sr. No.	Description of Items	Qty.	Unit	Total cost (Incl. of GST & all Rs.)
1	Erasers(Pack of 20)	30	Nos	
2	Sharpener (Pack of 20)	30	Boxes	
3	Single-button plastic folders( Pocket Folders)	200	Nos	
4	Tape white (1inch)	70	pcs	
5	Tape white (2 inch)	50	pcs	
6	Sticky Notes (3x3)	80	Nos	
7	Sticky Notes (20x75)	50	Nos	
8	Sticky Notes (13mm x 50mm x 5)	80	Nos	
9	Notepads (IIM Logo)	600	Nos	
10	Reynolds 045 Blue Ball Pens	300	Nos	
11	Hauser Blue Ball Pens	500	Nos	

12	Hauser Black Ball Pens	200	Nos	
13	Hauser Red Ball Pens	200	Nos	
14	Register (Navneet Brand)- 360 Pages	10	Nos	
15	Uniball Ub-157 Eye Roller Pen (Blue)	20	Nos	
16	Uniball Ub-157 Eye Roller Pen (Black)	20	Nos	
17	Uniball Ub-157 Eye Roller Pen (Green)	20	Nos	
18	Uniball Ub-157 Eye Roller Pen (Red)	20	Nos	
19	Binder Clips 19mm (Big Boxes)	10	Boxes	
20	Binder Clips 25mm (Big Boxes)	10	Nos	
21	Binder Clips 32mm (Big boxes)	10	Boxes	
22	Pen Stands (IIM Logo)	50	Nos	
23	Sticky Notes (3x3)	50	Nos	
24	Sticky Notes (20x75)	150	Nos	
<b>Grand Total Amount (Inclusive of taxes &amp; all other charges)</b>				

**A. Instructions to the participants:**

1. The bidders have to send this RFQ after filing rates in password protected pdf format to IIM Sirmaur by email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Quotation** for the supply of all stationery 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 26.09.2024 (Thursday)** and the password may 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 print and supply the requirements as per specifications.

6. Payment shall be made to the successful vendor after supply of all stationery items at IIM Sirmaur and submission of invoice (s) in original.

Name of Firm \_\_\_\_\_

Address of the Firm \_\_\_\_\_

GSTIN \_\_\_\_\_

PAN \_\_\_\_\_

Email Address \_\_\_\_\_

Contact No. \_\_\_\_\_

  
Dr. K. Selvanathan  
Senior Consultant (Admin)

Signature & Stamp of the Authorized Signatory



