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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/Venue Booking /11/24-25

Date: 28.10.2024

Request for Quotation

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

Subject: Request for Quotation regarding the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024.

We solicit your password protected e-quotation for the venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024 as follows:

Quotation Format (On letter Head Only)				
Sr. No.	Venue Booking along with Food (snacks and dinner)	Approximate Persons/Pax	Price per pax (Incl. of GST & all Rs.)	Total cost (Incl. of GST & all Rs.)
1	Venue/Hall for the event inclusive of audio system and decoration for the event.	NA	NA	To be filled by the Vendor on their letter head
2	Snacks and drinks: <ul style="list-style-type: none">02 Welcome Drinks on arrival along with02 veg and 02 non veg starters in circulation for 90 Minutes	100	To be filled by the Vendor on their letter head	To be filled by the Vendor on their letter head
3	Main Course (Dinner) <ul style="list-style-type: none">01 Vegetarian Soup,03 Vegetarian Salads,02 Non-Veg Main Course (preferably 1 chicken and 1 mutton dish)03 Vegetarian Main Course,01 Lentil preparation01 Veg Flavoured RiceAssorted Indian Breads (Roti, Missi roti, Garlic naan & Butter naan)Papad / Pickle / Curd03 Desserts	100	To be filled by the Vendor on their letter head	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.	To be filled by the vendor on their letter head.

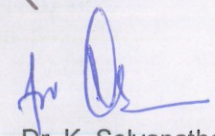
NOTE: Payment will be made as per actual number of persons/pax (certified by programme chair).

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 regarding the Venue booking along with food (snacks and dinner) for the smooth and successful conduct of the Alumni Meet of AY 2024-25 at Delhi on 17 November 2024.** 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 30.10.2024 (Wednesday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date to 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 in pre page.
6. Payment shall be made to the successful vendor as per the terms and conditions of purchase order (PO).
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

