



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/Gold Medal & Silver Plate/28/25-26

Date: 25.02.2026

Request for Quotation

To,
Administrative Officer (Purchase),
Indian Institute of Management Sirmaur
Dhaura Kuan, Sirmaur, 173031

Subject: Call for e-quotations for Procurement of Gold Medals and Silver Plate at IIM Sirmaur, H.P.

We solicit your password protected e-quotation for Procurement of Gold Medals and Silver Plate at IIM Sirmaur, H.P. as follows:

Part-A

Quotation Format (On letter Head Only)				
Sr. No	Description of Items	Quantity	Unit Price as on dated 05.03.2026 (inclusive all taxes)	Total Cost (inclusive all taxes)
1.	Gold Medal with: a) 18K Pure Gold medals 10 grams (net weight) Diameter 1.25 inch b) As per BIS Hallmarks standards.	06 Nos.	To be filled by the vendor on their Letter head only.	To be filled by the vendor on their Letter head only.
2.	Pure Silver Plate of 500 Grams (i) As per BIS Hallmarks standards.	01 No.	To be filled by the vendor on their Letter head only.	To be filled by the vendor on their Letter head only.

Part-B

Sr. No	Description of Items	Quantity	Unit price of as on 05.03.2026 (inclusive all taxes)	Total Cost (inclusive all taxes)
3.	Engraving and Making Charges of Gold Medal, inclusive of any other charges c) One side common logo of IIM Sirmaur d) On other side students details i.e. Name, Batch, Title of the Medal etc. to be engraved. (Also mention the % of making charges____)	06 Nos.	To be filled by the vendor on their Letter head only.	To be filled by the vendor on their Letter head only.
	Engraving and Making Charges of Silver Plate, Inclusive of any other charges a) Colored logo of IIM Sirmaur b) Content engraved on it including a presentable premium quantity box (Also mention the % of making charges____)	01 Nos.	To be filled by the vendor on their Letter head only.	To be filled by the vendor on their Letter head only.
Grand Total Amount (Inclusive of taxes, FOR & all other charges)				To be filled by the vendor on their Letter head only.

NOTE: Samples is attached herewith at Annexure – A & B

Instructions to the participants:

1. The selected vendor has to supply the Gold Medal as per specifications.
2. The final selection will be based on total cost of Part-A and Part-B quoted by the vendor.
3. An advance payment equivalent to 30% of the total quoted cost shall be released to the successful bidder against submission of the Proforma Invoice, based on the quoted rates dated 05.03.2026.
4. Remaining 70% payment shall be made to the successful vendor after delivery of Gold Medals and Silver Plate at IIM Sirmaur, H.P. and after successful delivery and inspection report submitted by the IIM Sirmaur.
5. The selected vendor shall submit a valid purity certificate at the time of delivery of the gold medal and silver plate, along with the corresponding tax invoice.
6. 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 Gold Medals and Silver Plate at IIM Sirmaur, H.P.
Kindly ensure that the quotation is signed & stamped in the .pdf format (Password protected), and free from any virus or corrupted files.
7. Quotation received without password protected shall not be considered for further process.
8. Quotations should be submitted on or before **02:00 PM by 05.03.2026 (Thursday)** 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.
9. **The firm should attach their GSTIN & PAN copy along with the quotation.**
10. **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 To be filled
GSTIN _____ by the vendor
PAN _____ on their
Email Address letterhead only
Contact No. _____


Administrative Officer (Purchase)
IIM Sirmaur

Signature & Stamp of the Authorized Signatory



Samples are attached below:

Annexure – A

&

Annexure - B







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Indian Institute of Management Sirmaur
NINTH ANNUAL CONVOCATION

[REDACTED]
Chief Guest

April 26, 2025