



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

संख्या | No. IIMS/PUR/Housekeeping Items/3526-27

दिनांक | Date: 16/09/26

भाव-पत्र आमंत्रण | Request for Quotation

सेवा में | To,
कार्यालय सहायक (क्रय) | Office Assistant (Purchase)
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur
धौला कुआँ, सिरमौर, 173031 | Dhaura Kuan, Sirmaur, 173031

विषय: आईआईएम सिरमौर, हिमाचल प्रदेश में हाउसकीपिंग सफाई सामग्री की खरीद हेतु ई-कोटेशन आमंत्रित किए जाने के संबंध में।

Subject: Call for e-quotations for procurement of the Housekeeping Cleaning Materials at IIM Sirmaur, H.P.

हम आपसे अनुरोध करते हैं कि आईआईएम सिरमौर में हाउसकीपिंग सफाई सामग्री की खरीद हेतु निम्नानुसार अपना पासवर्ड-संरक्षित ई-कोटेशन प्रस्तुत करें:

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 Items	Quantity	Make & Model	Unit Price (incl. of GST and all)	Total Cost (Incl. of GST and all)
1	Lizol Floor Cleaner Lemon Flavor 5 Liters	28 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
2	White Phenyl 5 Liters	55 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
3	Harpic Blue 500 ml	130 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
4	Harpic Red 500 ml	65 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
5	Hand Mop XXL (Pochha) 30*30	65 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
6	Colin 500 ml	60 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
7	Surf Tide (500 gm)	45 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
8	Garbage Bag 240 Ltr	160 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
9	Garbage Bag 130 Ltr.	140 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head

10	Garbage Bag 05 Ltr.	700 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
11	Scrubber Pad Green	25 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
12	Scrubber Pad Sponge	25 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
13	Scrubber Pad Steel	25 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
14	Broom Hard	30 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
15	Broom Soft	30 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
16	Godrej Air Pocket	80 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
17	Room Freshener Godrej 220 ML	15 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
18	Wiper Big	20 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
19	Wiper Small	13 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
20	Hand Gloves (household)	32 Pairs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
21	Jalla Brush	10 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
22	Naphthalene balls (100 grms)	30 Pkt.	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
23	Cloth Duster (Cotton 18*18 inch)	60 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
24	Red Hit Spray 200 ML	30 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
25	Dettol Hand wash 5 Liters	20 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
26	Toilet Paper	90 Rolls	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
27	Acid jet bottle 1 Liter	40 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
28	Toilet Brush Long Handle	20 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
29	Urinal Screen	25 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head

			the bidder on their letter head	bidder on their letter head	bidder on their letter head
30	Urinal Cube	75 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
31	Cotton Hand Towel Red (Small)	10 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
32	Vim Liquid Pouch 130 ML	10 Pcs	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head	To be filled by the bidder on their letter head
Grand Total Amount (Inclusive of taxes & all other charges)				To be filled by the bidder on their letter head	To be filled by the bidder on their letter head

A. Instructions to the participants:

- बोलीदाताओं को इस निविदा प्रपत्र (RFQ) में दरे भरने के पश्चात, अपनी संस्था के लेटरहेड पर पासवर्ड-संरक्षित .pdf प्रारूप में कोटेशन केवल ईमेल द्वारा purchaseoffice@iimsirmaur.ac.in पर निम्नलिखित विषय पंक्ति के साथ प्रेषित करनी होगी: आईआईएम सिरमौर, हिमाचल प्रदेश में हाउसकीपिंग सफाई सामग्री की खरीद हेतु ई-कोटेशन आमंत्रित किए जाने के संबंध में। कृपया यह सुनिश्चित करें कि भेजी गई कोटेशन हस्ताक्षरित एवं मुद्रांकित (Signed & Stamped) हो, पासवर्ड-संरक्षित .pdf फॉर्मेट में हो, तथा उसमें कोई वायरस या भ्रष्ट (corrupted) फ़ाइल न हो।

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:

Call for e-quotations for procurement of the Housekeeping Cleaning Materials 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.

- पासवर्ड-संरक्षित न होने अथवा भागीदारी की वैधता अवधि समाप्त होने के पश्चात प्राप्त कोटेशन स्वीकार्य नहीं होगी और उन्हें आगे की प्रक्रिया में शामिल नहीं किया जाएगा।

Quotation received without password protected and after the validity of participation period shall not be considered for further process.

- कोटेशन 22.09.2026 (मंगलवार) को दोपहर 02:00 बजे तक प्रस्तुत किए जाने चाहिए, तथा पासवर्ड उसी दिन दोपहर 02:30 बजे से 03:00 बजे के बीच purchaseoffice@iimsirmaur.ac.in ईमेल पर साझा किया जाना अनिवार्य है।

Quotations should be submitted on or before 02:00 PM by 22.09.2026 (Tuesday) 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.

- बोलीदाता को कोटेशन के साथ निम्नलिखित दस्तावेज/घोषणाएँ फर्म के आधिकारिक लेटरहेड पर विधिवत हस्ताक्षरित एवं मोहर सहित प्रस्तुत करनी होंगी:

a) GSTIN एवं PAN दस्तावेज:

फर्म के GSTIN एवं PAN की स्वप्रमाणित प्रतियाँ।

b) ब्लैकलिस्टिंग संबंधी घोषणा:

फर्म का नाम: _____

बोलीदाता पिछले 3 वर्षों के दौरान किसी भी सरकारी विभाग, अर्द्ध-सरकारी विभाग, शैक्षणिक संस्थान (जिसमें IIMs शामिल हैं) अथवा किसी अन्य संगठन द्वारा प्रतिबंधित/ब्लैकलिस्ट नहीं किया गया होना चाहिए।

The Bidder is required to submit the following documents/undertakings, duly signed and stamped on the firm's official letterhead, along with the quotation:

a) GSTIN and PAN Documents:

Self-attested copies of the firm's GSTIN and PAN.

b) Undertaking regarding Blacklisting:

Name of the Firm: _____

The bidder should not have been debarred/blacklisted by any Government Department, Semi-Government Department, Educational Institution (including IIMs), or any other organization during the last three years.

5. चयनित बोलीदाता को सामग्री केवल निर्धारित विनिर्देशों के अनुरूप ही उपलब्ध करानी होगी।

The selected bidder has to provide the materials as per the specification only.

सामग्री की सफल आपूर्ति तथा भारतीय प्रबंध संस्थान सिरमौर द्वारा निरीक्षण प्रतिवेदन (Inspection Report) प्रस्तुत किए जाने के उपरांत ही सफल बोलीदाता को भुगतान किया जाएगा।

Payment shall be made to the successful bidder after successful delivery of the materials and inspection report submitted by the IIM Sirmour.

6. नोट: कृपया संलग्न RFQ (Request for Quotation) के अनुसार, आवश्यक विवरण एवं दस्तावेजों के साथ केवल अपने लेटरहेड पर पासवर्ड-संरक्षित वित्तीय कोटेशन प्रस्तुत करें।

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.

फर्म का नाम/Name of Firm _____

फर्म का पता/Address of the Firm _____

जीएसटीआईएनGSTIN _____

पैनPAN _____

ईमेल पताEmail Address _____

संपर्क नंबरContact No. _____

Aug 16/09/26
कार्यालय सहायक (क्रय)
Office Assistant (Purchase)
आईआईएम सिरमौर, हिमाचल प्रदेश (173031)
IIM Sirmour, H.P. (173031)



अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर एवं मोहर/Signature & Stamp of the Authorized Signatory