

संख्या | No. IIMS/PUR/Sennheiser Condenser Lavalier Microphones/40/26-2

दिनांक | Date: 09.10.2026

भाव-पत्र आमंत्रण | Request for Quotation

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

विषय: आईआईएम सिरमौर, हिमाचल प्रदेश में Sennheiser कंडेंसर लैवलियर माइक्रोफोनों की आपूर्ति हेतु ई-कोटेशन आमंत्रण।

Subject: Call for e-quotations for Procurement of Sennheiser Condenser Lavalier Microphones at IIM Sirmaur, H.P.

हम आईआईएम सिरमौर में Sennheiser कंडेंसर लैवलियर माइक्रोफोनों की आपूर्ति हेतु आपका पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित करते हैं।

We solicit your password protected e-quotation for Procurement of Sennheiser Condenser Lavalier Microphones at IIM Sirmaur, H.P.

Quotation Format (On letter Head Only)				
Sr. No	Description of item	Quantity	Unit Price (Incl. of GST & all) In INR	Total Cost (Incl. of GST & all) In INR
01	Sennheiser Condenser Lavalier Microphones with: a) Model: MKE mini b) Microphone Form Factor: Lavalier Microphone (Lapel Microphone) c) Polar Pattern/ Directionality: Omni-directional (Omni) d) Microphone Transducer Type: Condenser e) Frequency Response Range (Lower limit) (Hz): 20-40 f) Frequency Response Range (Upper limit) (kHz): 18-20 g) Sensitivity (mV/Pa): 2-6 h) Signal to Noise Ratio (dB): 70-90 i) Connector Type of Microphone: TRS j) Warranty: Minimum 01 Year or as per the OEM	04 Nos.	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, FOR & all other charges)				To be filled by the vendor on their letter head

NOTE: Reference Picture of the Sennheiser Condenser Lavalier Microphones is attached at Annexure-I.

A. Instructions to the participants:

- 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 Sennheiser Condenser Lavalier Microphones 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.

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 13.10.2026 (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.
4. **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 five (03) years.
5. The selected vendor has to provide the item as per specifications.
6. Payment shall be made to the successful vendor within 30 working days after delivery of items of Procurement of Sennheiser Condenser Lavalier Microphones at IIM Sirmaur, H.P. and inspection report submitted by the user department of IIM Sirmaur.
7. The Bidder shall be an Original Equipment Manufacturer (OEM) or an authorized dealer/partner for the quoted brand(s) of equipment. Valid authorization certificates from the OEM(s) must be submitted along with the bid.
8. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.
9. **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 _____

जीएसटीआईएन/GSTIN _____

पैन/PAN _____

ईमेल पता/Email Address _____

संपर्क नंबर/Contact No. _____

कार्यालय सहायक (क्रय) | Office Assistant (Purchase)
आईआईएम सिरमौर, हि. प्र. | IIM Sirmaur, H.P.

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



Pictorial representation of the Item

