



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,  
Paonta Sahib, Sirmaur.  
Himachal Pradesh-173025, India.

रामपुर घाट रोड,  
पांवटा साहिब, सिरमौर।  
हिमाचल प्रदेश-173025, भारत।

No. 1-19/2022-IIMS (PUR)/Misc.

Dated: April 01, 2023

**Request for Quotation**

To,

.....  
.....  
.....

**Subject: Call for e-quotations for Printing & Supply of Degree Holder at IIM Sirmaur, Paonta Sahib.**

We solicit your e-quotation for Printing & Supply of Degree Holder for IIM Sirmaur, Paonta Sahib subject to institute requirement as hereunder:

Quotation format				
Sr. No.	Name of the item	Qty.	Rate Per Unit	Amount (in Rs.)
1.	Degree Holder	300 Nos		
GST				
Grand Total Amount (GST Inclusive)				

**A. Product Specifications:**

1. **Size:** - A4 Size Degree Certificate and Mark sheet should be packable.
2. **Engraving:** Student Name, Roll No., Academic Record & IIM Sirmaur Logo embossed on Degree Folder in Golden Colour.
3. **Degree Folder Colour:** Blue/Black/ Grey.

**B. Instructions to the participants:**

1. The bidder shall be sent this Request for Quotation after filing the rates in .pdf format password protected through email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)
2. Kindly ensure that each page of this request for quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.
3. Quotation received without password protected shall not be considered for further process.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

4. Quotations should be submitted up to 11:00 AM by 05.04.2023 (Wednesday) and the password of the pdf. may be shared by the bidders in between 11:05 AM to 12:00 PM on the same day i.e. 05.04.2023.
5. The firm ensure to send their signed & stamped GSTIN & PAN copy along with this quotation.
6. The selected vendor has to supply Degree Folders as per specifications & requirement of the Institute within stipulated time failing which the Purchase Order shall be stand cancelled.
7. Before final Printing & Designing the firm has to show a sample proof of the Degree Folder to the Concerned Office of IIM Sirmaur and take approval for final printing.
8. **The firm should have at least One year of experience in Printing work. ( Attach Copy)**
9. The Academic details of each student for printing on the Degree Folder shall be provided by IIM Sirmaur to the successful bidder.
10. For queries, may contact through email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)
11. Sample Degree folder is shown below.

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

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

GSTIN \_\_\_\_\_

Email Address & Contact No. \_\_\_\_\_

Copy to:

1. Indenter Section
2. Office copy



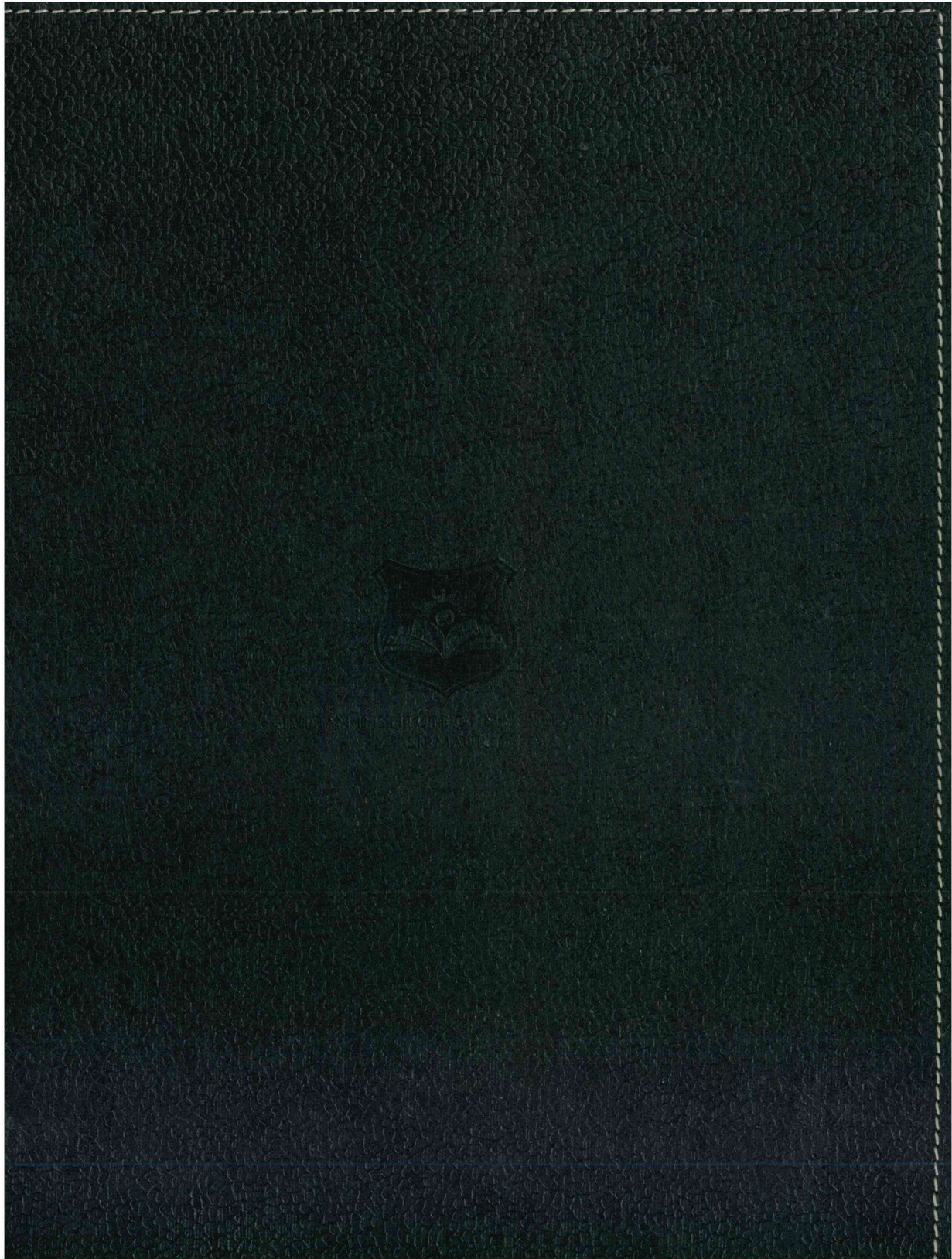
A handwritten signature in blue ink, appearing to read "Dr. K. Selvanathan".

Dr. K. Selvanathan  
Senior Consultant (Admin)

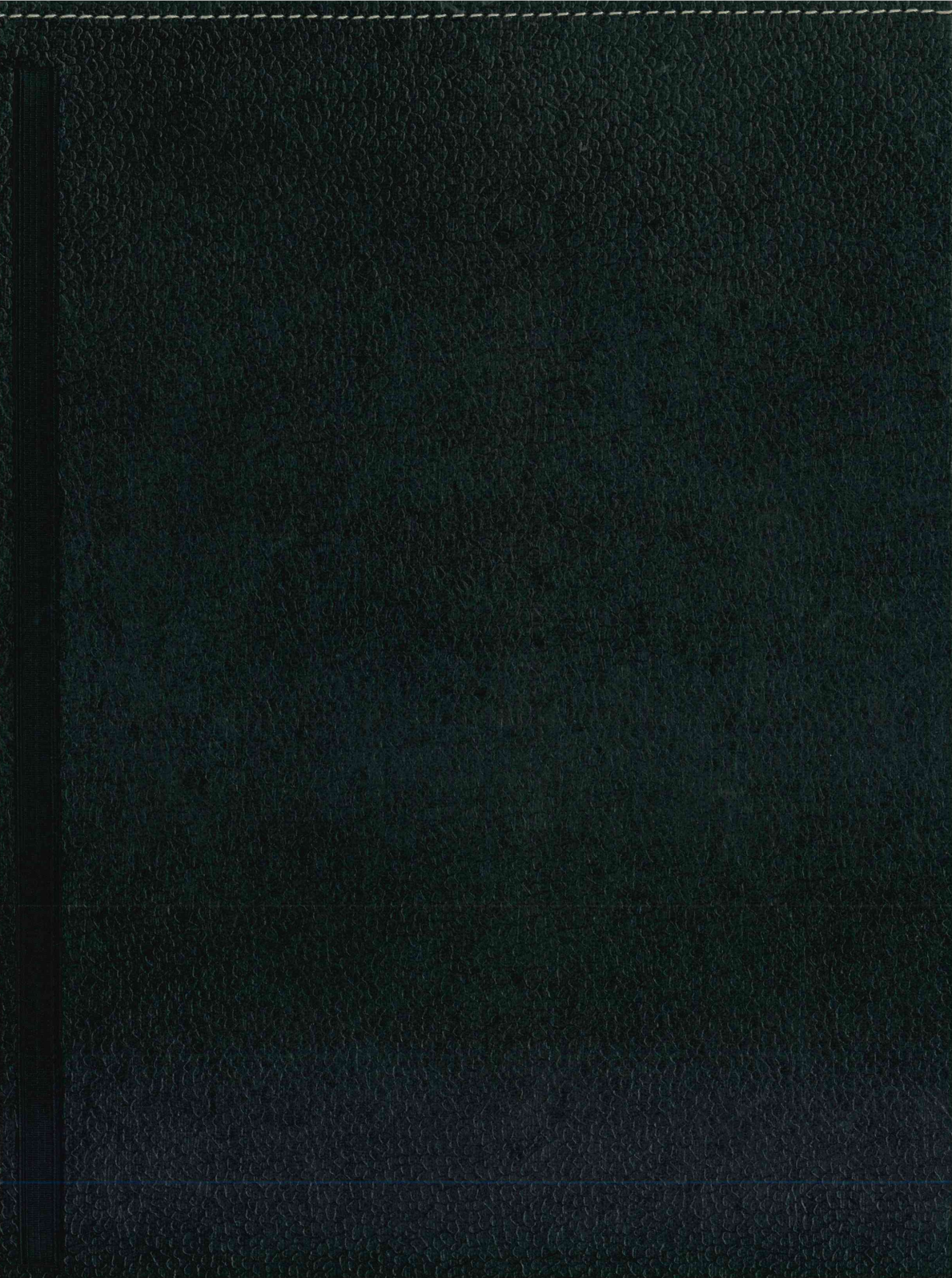
Handwritten initials "AK" in blue ink.

Handwritten initials "SK" in blue ink.

Handwritten initials "SK" in blue ink.



**1. Sample Front Side of Degree Holder**

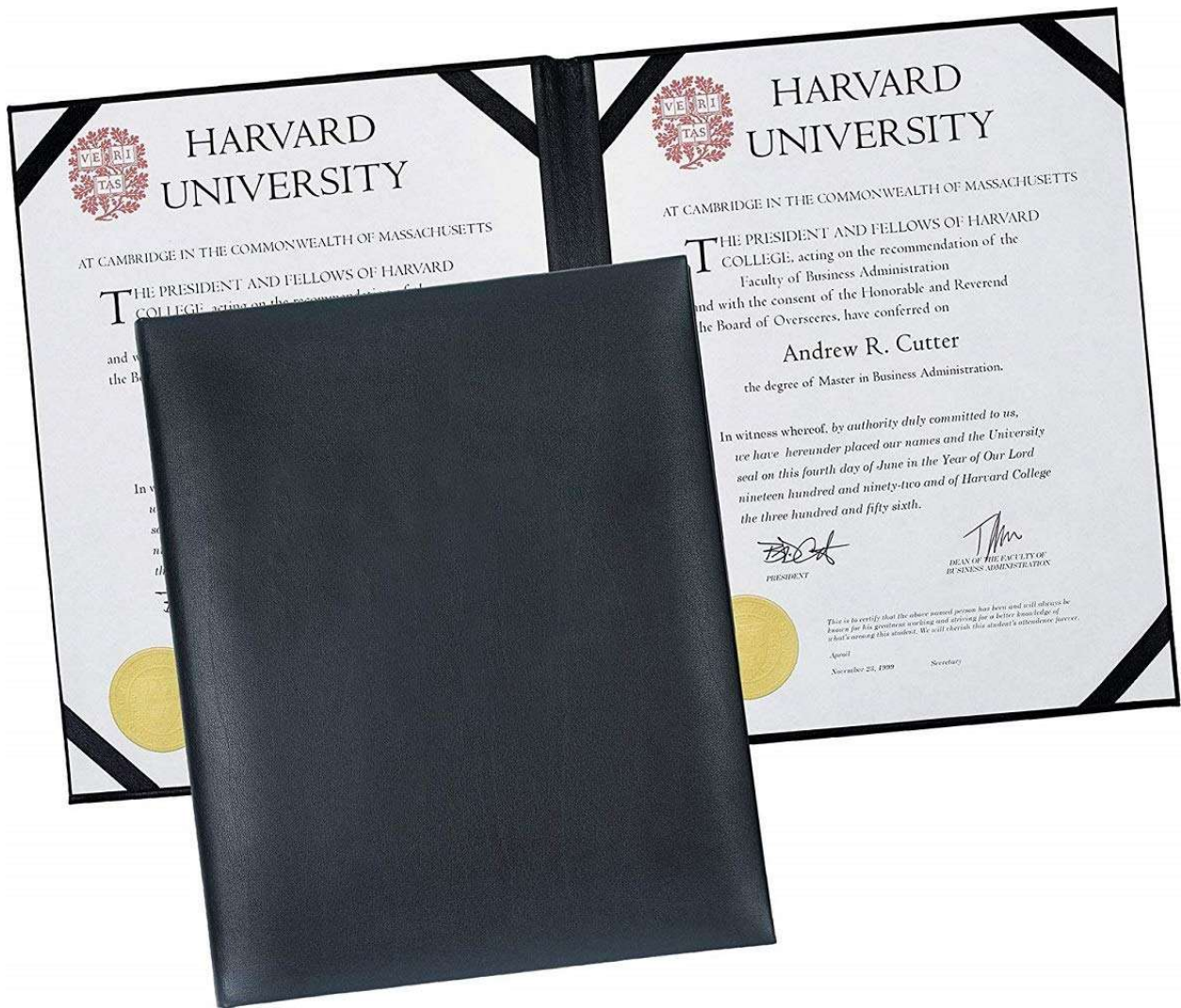


**2. Sample Back Side of Degree Holder**



**3. Inner Side of Degree Holder**

- a. One side for A4 Degree Certificate.
- b. Second side for A4 Mark Sheet
- c. Transparent A4 sheet over each side should be included.



**SAMPLE DEGREE HOLDER**