



No. 1-19/2022-IIMS (PUR)/Misc.-06/2022

Dated: November 01st, 2022

Request for Quotation.

Subject: Call for e-quotation for Purchase of Customized Diaries for IIM Sirmaur, Paonta Sahib.

Dear Bidders,

1. We solicit your e-quotation for providing printing and customized diaries (650 Number) at IIM Sirmaur, Paonta Sahib as detailed in Annexure-1 of this RFQ by 10.11.2022 (11:00AM)
2. E-Quotations may be submitted on or before **11:00 AM November 10th, 2022** via e-mail to purchaseoffice@iimsirmaur.ac.in in a password protected PDF attachment along with Superscribing Subject Line: **Purchase of Customized Diaries for IIM Sirmaur, Paonta Sahib.**
3. **Password of the PDF file should be emailed by the bidder after the due date & time at 04:00 PM. The quotation must be encrypted with password protected attachment.**
4. **Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.**
5. The bidder should submit following documents:
 - a. Copy of Certificate of Incorporation or Certificate of Shop & Establishment Registration.
 - b. Agency should submit a copy of GST registration, PAN card.
 - c. Agency should submit their profile, list of relevant experience etc.
6. IIM Sirmaur reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified bidders to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.
7. For password protected pdf, bidder can refer this **website <https://smallpdf.com/protect-pdf> or etc.**
8. Other Terms and Conditions:
 - i. 100% payment will be made after successful delivery of the diaries at IIM Sirmaur and submission of bills in original.
 - ii. The quoted amount shall be inclusive of all.
 - iii. Bidders need to provide Bank details along with bill to make a payment via PFMS/NEFT/RTGS.
 - iv. The Bidder should refer to the technical specifications of the printing work detailed at Annexure-I.
 - v. They should carefully go through these technical specifications, before submitting to final quote.
 - vi. They Should quote item rate of it in given format at Annexure-I
 - vii. Customized Diaries should be delivered within 10 days from the date of receipt of the Work Order.
 - viii. Bidder must submit the quotation duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.
 - ix. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.
 - x. If the bidder will email the password before the last date & time, their quotation will not be considered for further process.
 - xi. The bidder who quotes the lowest amount for the item shall be considered for further proceeding.
 - xii. Depending upon the cost, IIM Sirmaur may or may not procure the Customized Diaries.

Encl: As above

Copy:

1. Director's Secretariat, IIM Sirmaur.
2. IT Office, IIM Sirmaur for uploading the RFQ in the official website.
3. Office copy

Dr. K. Selvanathan
Senior Consultant (Admin.)

BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of Bidders		
1.	Registered Name of the bidder	
2.	Registered Address of the bidder	
3.	Name & Designation of the Contact person	
4.	Contact Details: Mobile: Office Number: Email Id / FAX No:	
5.	Status of the Company (Public Ltd./ Pvt. Ltd.)	
6.	Valid GST Registration No.	
7.	GST Registration State Name	
8.	Details of the Incorporation of the Company	Date:
		Valid Document: Incorporation Certificate
9.	Permanent Account No. (PAN)	

Place:
Date:

Signature of bidder
With the seal of their company

Annexure-I

Technical Specification			
Sr.No.	Name of the item	Qty.	Total Amount in Rs.
1.	Customized Diaries Specifications: 1. Number of Pages: 160 2. Quality of Pages (GSM): 80 GSM 3. Front Cover & Back of Dairy will be of colour (Matter will be provided by the Institute). 4. From 2 nd Page to 18 th Page will be of colour (Matter will be provided by the Institute) 5. Size of Diaries: A6 6. Type of Binding: Wiro Hardbound.	650 Nos.	
GST			
Any other charges, if any			
Grand Total			

I/We agree to provide the material as per the above specifications.

mb
01/11/22