



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

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

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
भारतीय प्रबन्ध संस्थान सिरमौर

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

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

Dated: September 16<sup>th</sup>, 2022

To,


As per list attached at Annexure-A.

**Subject: Request for quotation for providing various items for establishment of baby day care facility at IIM Sirmaur.**

Dear Concerned,

Kindly provide a signed and stamped sealed copy of quotation by 26.09.2022 (11:00 am) for providing various items for establishment of baby day care facility at IIM Sirmaur as per format given in the Annexure-I.

2. The Quotation should be submitted in a sealed envelope-mentioning subject "Supply of baby day care facility items" for IIM Sirmaur. The sealed envelopes need to be deposited in the Tender Box placed at Reception Area of **IIM Sirmaur, Rampurghat Road, Paonta Sahib, Distt. Sirmaur, H.P.-173025** on or before 26<sup>th</sup> September, 2022 (11.00 AM).
3. The vendor 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 clients etc.
4. IIM Sirmaur reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified vendors to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.
5. Other Terms and Conditions:
  1. 100% payment will be made after successful delivery of the items at IIM Sirmaur and submission of bills.
  2. The quoted amount shall be inclusive of all.
  3. Vendors need to provide Bank details along with bill to make a payment via PFMS/NEFT/RTGS.
  4. Items should be delivered within 10 days from the date of receipt of the Purchase Order.
  5. Vendor must submit the quotation in sealed envelopes otherwise they are liable to be rejected.
  6. Improper, Incomplete and quotations received through e-mail will be summarily rejected.
  7. The tenderer who quotes the lowest amount for all the items put together shall be considered for further proceeding.
  8. Depending upon the cost IIM Sirmaur may or may not procure the items in all mentioned in the price format or even split the work between the vendors as per the rate quoted against each item.

  
Dr. K. Selvanathan,  
Senior Consultant (Admin.)

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

**VENDOR'S INFORMATION**  
**(On Company / firm's Letterhead)**

<b>Details of Vendor</b>		
1	Registered Name of the vendor	
2	Registered Address of the vendor	
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 vendor

With the seal of their company

### Annexure-I

<b>Quotation Format</b>			
Sr. No.	Name of the item	Qty	Total Amount in Rs. including GST
1.	Interlocking rubber mat for covering approx. 736 sq. ft. area only.	1	
2.	Baby potty seat	3	
3.	Sleeping bed for kids (L 124 x W 64.4 X H 83 cm or better)	2	
4.	Sleeping Bed mattress (L 124 x W 64.4 X T 10 cm or better)	2	
4.	Wall paper sticker	5 (60 cm X 90 cm)	
5.	Kids small dining table 4 seater	1	
6.	Water container 10 Liter	1	
7.	<b>Toys</b>		
	i. Building block	1	
	ii. Rattles	1	
	iii. Balls	1	
	iv. 37 key piano	1	
	v. Small scooter	1	
8.	Educational activity flashcard set	3	
10.	Chairs plastic (for kids)	5	
<b>Grand Total</b>			

Note: It is mandatory to provide the quotes for all above items, failing which quotation may or may not be considered.