



**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,  
पांयटा साहिब, सिरमौर।  
हिमाचल प्रदेश-173025, भारत।

No. 1-20/2023-IIMS (PUR)/Misc. - 12

June 23, 2023

**Request for Quotation**

To,

Senior Consultant (Administration)  
Indian Institute of Management Sirmaur,  
Rampur Ghat, Paonta Sahib, District Sirmaur,  
Himachal Pradesh 173025.

**Subject: Call for e-quotation for Printing & Supply of Stationary Items for IIM Sirmaur.**

Dear Bidders,

We solicit your e-quotations for Printing and Supply of Stationary Items for IIM Sirmaur at Paonta Sahib as detailed at Annexure-A of this RFQ by 03.07.2023 (11:00 AM).

1. E-Quotations may be submitted on or before **11:00 AM 03.07.2023** via e-mail to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) in a password protected PDF attachment along with Super scribing Subject Line: **Printing and Supply of Stationary Items for IIM Sirmaur at Paonta Sahib.**
2. **Password of the PDF file will be mailed by the bidder between 02:00 PM to 03:00 PM after due time i.e. on the same date 03.07.2023 failing which the quotation shall be not considered. The quotation must be encrypted with password protected attachment.**
3. **The e-quotations shall be opened on 03.07.2023 at 04:30 PM at IIM Sirmaur.**
4. **Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.**
5. 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.
6. Other Terms and Conditions:
  1. Payment will be made after successful Printing & Supply of Stationary items for IIM Sirmaur, Paonta Sahib and after submission of bills.
  2. The quoted amount shall be inclusive of all. GST applicable shall be extra.
  3. Bidders need to provide Bank details.
  4. Items should be delivered within stipulated time after issuing of Purchase Order, otherwise order shall be stand cancelled.
  5. Bidder must submit the quotation duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.
  6. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.
  7. If the bidder will email the password before the last date & time, their quotation will not be considered for further process.
  8. The bidder who quotes the lowest amount for the service shall be considered for further proceeding.
  9. Depending upon the cost, IIM Sirmaur may or may not avail the service.

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 Bidder		
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.) (Attach Copy)	
6.	Whether a registered GST number, if yes please provide (Attach Copy)	
7.	Details of the Incorporation of the Company (Attach Copy)	Date:
		Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)	
9.	Bank Details	

Place:

Date:

Signature of bidder  
With the seal of their company



## ANNEXURE-A

Sr. No.	Descriptions	Specifications	Qty.	Basic Rate (Rs.)	GST@	Total Amount (GST Inclusive)
01.	Letter Head (Standard format)	9 X 11.5 (100 GSM)	1500 Nos			
02.	Envelope Yellow (IIMS Logo printed)	10" X 14" 90 GSM Maplitho Paper Width – 280mm Height – 127mm Gum Self-Sealing Multi-Colour Printing	500 Nos			
03.	Envelope yellow Plastic lam Printed (IIMS Logo Printed)	15" X 21" 90 GSM Maplitho Paper Width – 280mm Height – 127mm Gum Self-Sealing Multi-Colour Printing	300 Nos			
04.	Envelope White (IIMS Logo Printed)	4" X 9" 80 GSM Maplitho Paper Multi-Colour Printing Gum self-sealing	500 Nos			
05.	Flate File (IIMS Logo Printed)	Standard 10" X 4" Make- Nilganga	500 Nos			
06.	Notepad (IIMS Logo Printed)	15 leaves in each (Front/Back) 8" X 5.5"	500 Nos			
07.	Box File (IIMS Logo Printed)	Standard 35 X 27 X 10 Cardboard Index file	500 Nos			
08.	Plastic Folder (Printed)	A4 L-Type	500 Nos			
X	<b>Grand Total Amount (GST Inclusive)</b>					




**Note: -**

1. It is mandatory to provide the quotes for all items (Sr. No. 01 to 08) which is inclusive of all (only for above mentioned items in the Request for Quotation,) failing which quotation may not be considered.
2. The Institute will not pay anything apart from the total quoted amount i.e. "X" in the overleaf/Annexure-A. The firm has to supply & deliver the said stationary items at their own cost/FOR basis.
3. Acceptance of material may depend upon the quality and institute requirement only.
4. It is mandatory to supply the above material within 10 days from the date of issuance of work order.
5. Before final printing one sample copy of each item must be approved by Concerned Office of IIM Sirmaur.
6. The above quantity may vary at the time of place work order.
7. The content for printing on the Stationary items shall be provided by the Institute.
8. L-1 vendor will be selected based on the totality of the Annexure-A.

