

No. 1-20/2023-IIMS (PUR)/Misc. 16

July 14, 2023

Notice Inviting Quotation

Subject: Call for e-quotations for hiring of agency for designing & photography services for preparation of Placement Brochures, Corporate Deck and flyers for MBA and MBA THM batches at IIM Sirmaur

We solicit your e-quotation for the for preparation of Placement Brochures, Corporate Deck and flyers for MBA and MBA THM batches at IIM Sirmaur, Paonta Sahib, Himachal Pradesh – 173025 with the following terms & conditions:

A. Instructions to the participants:

The bidders have to send this NIQ after filing rates in password protected pdf format to IIM Sirmaur by email to the purchaseoffice@iimsirmaur.ac.in with subject line: - **Quotation for designing & photography services for preparation of Placement Brochures, Corporate Deck and flyers for MBA and MBA THM batches at IIM Sirmaur.**

1. 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 **01:00 PM by 17/07/2023 (Monday)** and the password may be shared by email between **2:00 PM to 2:30 PM on 17/07/2023 (Monday)**.
4. The firm should ensure to send their GSTIN & PAN copy along with the quotation.
5. Delivery should be made on FOR basis by the vendor.
6. Payment shall be made to the successful vendor after satisfactory delivery & inspection of the consignment at IIM Sirmaur and submission of invoice (s) in original duly signed and stamped.
7. The vendor is required to fill the following details and sign & stamp the NIQ along with the e-quotation:
 - a) Name of Firm _____
 - b) Address of the Firm _____
 - c) GSTIN _____

d) PAN _____

e) Email Address _____

f) Contact No. _____

8. The firm should also ensure to submit a self-declaration that he is not black – Listed by any Central/State Govt. PSU/any other Institutions or not debarred by department of commerce or Ministry/ Department concerned.

9. The designing of the following is required:

Sr. No.	Item	No. of Pages/Slides	Size
1.	Placement Reports (Summer & Final)	Approximately 12-16 pages each	A4
2.	Brochure of AY 2023-24	Approximately 250 pages	A4
3.	Corporate Deck	Slide show of 15-20 slides	NA
4.	Flyers for 2022-24 & 2023-25 batches	2-fold type	A4
5.	Photography services at Temporary campus & Permanent campus	NA	NA

10. In case of any clarification required on the technical specifications, vendor may feel free to contact on 01704277365 / 01704277363.

Dr. K. Selvanathan
Senior Consultant (Admin)