



IIM SIRMAUR
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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. 1-20/2023-IIMS (PUR)/Misc.- 24

August 29, 2023

NOTICE INVITING QUOTATION

To,

Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Rampur Ghat, Paonta Sahib, H.P. 173025.

Subject: Notice Inviting Quotations for arrangement of Banquet Hall for upcoming Alumni Chapter Meet at Bengaluru for IIM Sirmaur, Paonta Sahib, H.P. 173025.

1. We solicit the e-quotations of reputed banquets/hotels for providing the arrangement for a banquet hall for upcoming Alumni Chapter Meet event to be held on **09th September 2023** at Bengaluru.
2. **Scope of Work: -**

As per the scope of work, the successful firm shall have to arrange following accordingly: -

Date	Timing	Function	Venue	Estimated Persons	Seating Style
9 th September 2023	07:00 PM to 11:00 PM	Buffet Dinner	Bengaluru	100	Cluster/Round Table Setup

Schedule & Dinner Buffet Menu: -

- Venue access from 07:00 PM to 11:00 PM.
- Buffet Dinner for approx. 100 Guests.
- **Dinner/Buffer Menu:** - 02 Welcome Drinks on arrival along with 02 veg. and 02 non-veg starters in circulation for 90 Minutes followed by Main Course consisting of 01 Vegetarian Soup, 03 Vegetarian Salads, 02 Non-Veg Main Course, 03 Vegetarian Main Course, 01 Lentil Preparation, 01 Veg Flavored Rice, Papad/Pickle/Curd Rice, Assorted Indian Breads and 03 Desserts.
- **Less or Over & above 100 Guests**, the payment shall be made as per actual person basis.

3. Technical Eligibility: -

- The firm should have valid GST Registration Certificate (copy to be submitted)
- The firm should have valid PAN/TAN Certificate. (copy to be submitted)
- The banquets/hotels should be at least a four star. (copy to be submitted)

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- a. **Payment terms:** 100% payment shall be made after successful and satisfactory completion of Alumni event.
- b. The Committee constituted for the LPC reserves the right to reject or ignore, any or all quotations and shall not be bound to accept the lowest quote.
- c. The Institute will have the authority to cancel any order, if the required services are not provided on time or do not meet the requirements of the Institute.
- d. The Institute reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

4. Instructions to the Bidder:

- a. The bidders have to send this NIQ after filing rates in given format at **Annexure-A** in password protected pdf format to IIM Sirmaur by email to purchaseoffice@iimsirmaur.ac.in with subject line: - **Quotation for arrangement of Banquet Hall for upcoming Alumni Chapter Meet to be held at Bengaluru for IIM Sirmaur, Paonta Sahib, H.P. 173025.**
- b. Rates should properly be filled by the bidder failing which the quotation will not be considered for further processing.
- c. Kindly ensure that the quotation is signed & stamped along with attached requisite technical eligibility documents in all respect in the .pdf format (password protected), and free from any virus or corrupted files.
- d. Quotation received without password protected shall not be considered for further process.
- e. Quotations should be submitted on or before 01:30 PM by 31.08.2023 (Thursday) and the password should be shared between 02:00 PM to 02:30 PM on the same date (i.e. 31.08.2023).
- f. The selected vendor has to arrange the said Alumni event on 9th September 2023 as per Scope of Work of this NIQ.
- g. Payment shall be made to the selected vendor after successful completion of event at IIM Sirmaur and submission of invoice (s) in original.
- h. In case of any clarification required on the technical specifications, vendor may feel to contact on 01704277304/01704277312.



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 Account Details	

Place:
Date:

Authorized signatory with stamp & seal



ANNEXURE-A

PRICE BID FORMAT (To be filled by the firms)					
Sr. No.	Description of Work	Nos of Persons/ Pax.	Basic Rate (In Rs.)	GST as applicable	Total Amount (In. Rs.) (Incl. GST & all other charges)
01.	Banquet Hall along with Buffet Dinner for 100 Persons as per Scope of Work (Point No.2)	100 Nos			
	Grand Total Amount (Incl. GST & all other charges)				

Place:

Authorized signatory with stamp & seal Date: