



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
East Khasi Hills, Umsawli Shillong- 793018

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/23-24/009

Dated: 26.07.2023

Sub: Notice Inviting Quotation for Supply, Printing and Installation of 500 nos. Name plates

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Supply, Printing and Installation 500 nos. Name Plates”, with due date boldly superscripted on the top of the envelope.** The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 03.08.2023 by 12:00 noon.**

Detailed Technical Specification of requirement

Sl. No	Item Description	
1.	Material Type	MDF board
2.	Size	8” inch X 6” inch
3.	Colour	Black
4.	Fitting type	Screws

A. Technical Bid format (Packet 1)

BIDDER'S DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4.	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5.	Nature of Business: Sole Proprietorship/ Partnership etc. (Documentary proof to be attached)	
6.	a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached)	
7.	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	

Signature and Seal of Bidder

Date

B. Financial quote Format (Packet 2)

Sl. No.	Description/Specification	Rate per unit (Rs)	GST %	GST Amount	Qty	Total Amount (Inclusive of GST)
1	Supply, Printing and Installation of 500 nos. Name plates				350	
2	Grand Total					

Additional Specifications/Requirement:

Validity of Quoted Rate:

Delivery/Supply Time:

Signature and Seal of Bidder

Date:

Terms and Conditions

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 03.08.2023 by 12:00 noon** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I: - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

- i) Reference No. of the Quotation: _____
- ii) Tender regarding: _____
- iii) Due date for submission of the tender: _____
- v) Name and Address of the firm: _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: OFFERS SUBMITTED WITHOUT FOLLOWING TWO-PACKET SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

3. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

4. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
5. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
6. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
7. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
8. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
9. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
10. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.

**Sd/-
Purchase Officer
IIM Shillong**