



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

Phone No: 0364-2308011/8012

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ENQUIRY NO: IIMS/S&P/NIQ/23-24/015

Dated: 08.09.2023

**Sub: Notice Inviting Quotation for Purchase of Customized leather Folder.**

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. 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 Purchase of Customized leather Folder”**, 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 14.09.2023 by 05:00 pm.**

**Format for Quotation Submission**

Sr. No.	Description/Specification	Qty	Rate per unit (Rs)	Discount if any	GST %	GST Amount	Amount (Inclusive of GST)
1	<b>Leather Folder:</b> Size: 10 x 12” Wt. 1.25” # Color DEEP-BROWN Leather foam Padded cover with two transparent pockets. Perfect for Insert Two certificates A4 Size. Heat Embossing with Institution Logo on Cover Side.	1,00 0 Nos					
	<b>Total Amount in Figures</b>						
	<b>Total Amount in Words:</b>						

**Additional Specifications/Requirement:**

**Validity of Quoted Rate:**

**Delivery/Supply Time:**

## 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. 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.
3. 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 14.09.2023 by 05:00 pm** under sealed cover failing which the quotation shall be rejected.
4. **If required, the sample of the above item may be asked after accepting the quotation.**
5. 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.
6. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 % of required quantity at the time of placement of contract. Vendors are bound to accept the orders accordingly.
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](mailto:spo@iimshillong.ac.in).

**S/d-  
Store and Purchase Officer  
IIM Shillong**