



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

East Khasi Hills, Umsawli Shillong- 793018

Meghalaya

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/24-25/042

Dated: 26.02.2025

Sub: Notice Inviting Quotation for Invitation card and Academic report for Convocation 2025.

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 Invitation card and Academic report for Convocation 2025 at IIM Shillong**”, 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 or E-mail to spo@iimshillong.ac.in on or before **06.03.2025 by 12:00 noon**.

Format for Quotation Submission

Sl. No.	Description/Specification	Qty	Rate (Rs)	GST %	GST Amount	Amount (Inclusive of GST)
1	Invitation Card with Envelope: Two types of imported texture paper, with die cut and insert for invitation card, multi- colour, folded size 6.5"x6.5" Sticker:- multi colour round sticker for card	250 Nos				
2	Academic Report: Size- 1/8 demy, paper- 130 GSM art paper for inside and 250 GSM art board for cover, no. of pages- 60 (+/- 5 pages) (including cover), printing- multi colour on both sides, binding- centre pinning with cover lamination	50 Nos				
	Design will be provided by IIM Shillong.					

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. **If required, the sample of the above items/designs may be asked after accepting the quotation.**
4. 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.
5. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 % of required quantity at the time of placement of contract. Vendors are bound to accept the orders accordingly.
6. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
7. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
8. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
9. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.

Sd/-
Store and Purchase Officer
IIM Shillong