



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong- 793018, East Khasi Hills

Meghalaya

Phone No: 0364-2308011/8012

Email: srmgr.stores@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/25-26/031

Dated: 27.10.2025

Sub: Notice Inviting Quotation for Foundation Day Event (Stage setup, Back Drop etc) on 7 Nov 2025 at IIM Shillong

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of items in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong 793018 with the words “ **Quotation for Foundation Day Event (Stage setup, Back Drop etc) on 7 Nov 2025 at IIM Shillong**”, Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Stores and Purchase Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 31 Oct 2025 at 12.00 noon

Detailed Specification of requirement

SI No	Description	Details	Unit	No	L(F)	B(F)	Quantity	Rate (Rs)	Amount (Rs)
1	Pandal with cloth ceiling and carpet of approved.	24x16	Sqft	1	24	16	384		
2	Canopy (with transparent Roof cover) with chandelier and lights	15	No	15	-	-	15		
3	Canopy (with side cover) with lights.	20	No	20	-	-	20		
4	Round Table (with cover)	40	-	40	-	-	40		
5	Long table (with cover)	50	-	50	-	-	50		
6	Chairs	500	-	500	-	-	500		
7	Chair Cover	500	-	500	-	-	500		
8	Cloth banner		SqFt	4	3	18	216		

		SqFt	6	3	10	180		
		SqFt	10	3	10	300		
		SqFt	10	3	10	300		
		SqFt	12	3	7	252		
		SqFt	2	3	7	42		
		SqFt	1	18	4	72		
		SqFt	16	4	7	448		
		SqFt	2	3	5	30		
		SqFt	2	3	7	42		
	Sub Total							
	Add GST							
	Gross Amount							

Terms and Conditions:

1. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.
2. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration and copies of similar work orders executed.
3. 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.
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.
5. The Institute reserves the right to increase or decrease the quantity to be ordered up to 25% of the bid quantity at the time of placing the order. Bidders are bound to accept the orders accordingly.
6. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
7. Only one best quality item according to Institute approved specification should be quoted against the item.
8. Vendors/Suppliers/ Contractors are required to quote for reputed brands only.

9. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
10. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
11. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
12. The NIQ queries (if any) should only be e-mailed on srmgr.stores@iimshillong.ac.in.

Sd/-

Sr.Mgr (Stores)
IIM Shillong