



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/35

Dated: 12.11.2025

Sub: Notice Inviting Quotation for providing filming/tinting in all the glass doors, supplying of nameplates in all the rooms, providing of anti skid strips on the staircase and glass partitioning at the reception of the Guest House

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the words “ **Quotations for providing filming/tinting in all the glass doors, supplying of nameplates in all the rooms, providing of anti skid strips on the staircase and glass partitioning at the reception of the Guest House**” 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 Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by **19 Nov 2025 by 12:00 noon.**

(A. Detailed Description and Bill of Quantity)

Sl. No	Description of items	Unit	Total Quantity	Rate incl. of Taxes (in Rupees)	Amount incl. of taxes in Rupees
1	Supplying fitting and fixing of film or tinting of Glass entrance doors and partitions	Sq.Ft	489.00		
2	Supplying fitting and fixing of anti skid strips on stairs for both outdoor and indoor	R.M	151.54		
3	Supplying , fitting of Room number plates and Room name plates				
	i) Name Plates Size : 4 inch x 6 inch	Each	34.00		

	ii) Push and Pull plates - 2 inch x 6 inch	Each	26.00		
4	Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing and fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (Door handle, lock and stopper etc.to be paid separately).	Sq.m	3.75		
				Total (Rs)	
(Rupees)					

The above mentioned rates is inclusive of all taxes.

Terms and Conditions

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. Bidders are required to submit copies of PAN, GST, Trading License and copies of work orders of similar works carried out.
3. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
4. Stores will be accepted subject to the verification and inspection by the competent authority.
5. Time schedule of completion is within **45 days** from receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.

6. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
7. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
8. The Institute reserves the right to reject any tender or all tender without any reason.
9. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Senior Manager (Stores)
IIM Shillong