



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

Phone No: 0364-2308011/8012

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ENQUIRY NO: IHMS/S&P/NIQ/25-26/036

Dated: 18.11.2025

Sub: Notice Inviting Quotation for Event Requirements for Business Leadership Summit

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 Event Requirements for Business Leadership Summit**” 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 The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by 24th Nov 2025 by 12:00 noon.

(Detailed Description)

Sl.	Particulars	Quantity	For	Rate (Rs)	Amount (Rs)
1.	Stage with Bamboo of size 10 by 12 sq ft	120 Sq Ft	W/F		
2.	Canopy with one light	30 nos	W/F		
3.	Basic Lighting	10 nos.	Per day		
4.	Halogen Lighting	10 nos.	Per day		
5.	Socket 16 Amp	4 nos.	Per day		
6.	Socket 6 Amp	10 nos.	Per day		
7.	Table Counter with Cover	1 nos.	W/F		
8.	Chair with cover	200 nos.	Per day		
9.	Round Table with Cover	35 nos.	Per day		
10.	Halogen Lighting near Guest House	15 nos.	Per day		
11	Carriage charges	4 nos.	Per day		
Total:					

(+ GST:		
Grand Total:		

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 delivery is within **10 days** of 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