



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/25-26/039

Dated: 22.01.2026

Sub: Notice Inviting Quotations for Replacement of Office Nameplates

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the subject **“Quotations for Replacement of Office Nameplates”** Enquiry No. with due date and the offer to be submitted in the tender box in the Institutes’ reception latest by 29th Jan 2026 by 03:00 pm.

(Detailed Description)

Sl No	Description of works	Unit	Quantity	Rate (Rs) (Inclusive of GST)	Total Amount (Rupees)	
					In Figure	In Words
A	Type -1 - Administrative Building (All offices)					
	Name Sheet (Size 300x150mm)	Each	140			
B	Type 2 - Administrative Building (Room numbering and names)					
	(i) Metal Sheet printing (Size 3.9"x2.5")	Each	137			
	(ii) Metal sheet printing (size 6"x5")	Each	45			
	(iii) Metal Sheet printing (Size 2.5"x0.5")	Each	200			
	(iv) Metal Sheet printing (Size 3.3"x2.2")	Each	100			
	(v) Metal Sheet printing (Size 3.5"x2.5")	Each	45			

C	Type 3 - Academic Building (Room numbering & Names)					
	(i) Metal sheet printing (size 6"x5")	Each	70			
	(ii) Metal sheet printing (size 7"x5")	Each	44			
	(iii) Metal sheet printing (size 8"x5")	Each	13			
D	Type 4 - IPM Hostels					
	Metal sheet printing (Size 4"x6")	Each	36			
E	Mission and Vision Frames - Academic Building					
	Frames (795mm x 560 mm)	Each	14			
F					Grand Total (Rs)	

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. 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.
3. Stores will be accepted subject to the verification and inspection by the competent authority.
4. Time schedule of delivery is within **30 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.

5. 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.
6. 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.
7. The Institute reserves the right to reject any tender or all tender without any reason.
8. 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