



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
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ENQUIRY NO: IIMS/S&P/NIQ/25-26/048

Dated: 19.02.2026

Sub: Notice Inviting Quotation for Pre- printed Stationery with Security features for Convocation 2025 at IIM Shillong.

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 **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** 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 Pre- printed Stationery with Security features for Convocation 2026 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 **on or before 26.02.2026 by 03:00 pm.**

A. Technical Bid format (Packet 1)

BIDDER’S DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation	

	Telephone/ Mobile no.: Email id:	
4	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5	Nature of Business: Sole Proprietorship/ Partnership etc. (Documentary proof to be attached)	
6	a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached)	
7	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	

Signature and Seal of Bidder

Date:

B. Financial quote Format (Packet 2)

Sl. No	Description/Specification	Qty	Rate per unit (Rs)	GST %	GST Amount	Total Amount (Inclusive of GST)
1	<p>Pre-Printed Degree Certificates and Transcripts with Security features: Paper:- High-Tear Resistance UV fiber in built, Matt Coated paper having 220 gsm A4 Size non-tearable paper, tensile strength of about 66 to 72 lbs/ inch and opacity of about 97 per cent having following characteristics – tear resistant, moisture and chemical resistant, termite and fungal resistant and anti-ageing properties Colour:- Certificate base in four colour printing with backside printing in single colour; variable data printing in single colour. Security features: UV ink, micro-printing, QR code, water-mark, anticopy, complex border Binding: Cut to A4 size</p>	1200 (i.e 600 Certificates and Transcripts each)				
2	Grand Total					

Additional Specifications/Requirement:

Validity of Quoted Rate:

Delivery/Supply Time:

Signature and Seal of Bidder

Date:

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. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 26.02.2026 by 03:00 pm** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I - TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II: - PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

i) Reference No. of the Quotation: _____

ii) Tender regarding: _____

iii) Due date for submission of the tender: _____

v) Name and Address of the firm: _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS AS REQUIRED SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: OFFERS SUBMITTED WITHOUT FOLLOWING TWO-PACKET SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

3. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

4. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
5. **It is Mandatory that a sample of the above items /designs be submitted along with the quotation.**
6. 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.
7. 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.
8. 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.
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/-

Senior Manager (Stores)

IIM Shillong