



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/049

Dated: 23.02.2026

Sub: Notice Inviting Quotations for Outdoor Catering services on 1st April 2026.

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed firms providing catering service in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong 793018 with the words “ **Quotations for supply of Outdoor Catering Services on 1st April 2026.**”, Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered/ speed post and must reach The Stores and Purchase Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 02 March 2026 at 03:00 pm.

Items	Menu Description	Rate per head in Rs (Excluding GST)
Main Course	Tea, Coffee, Juice for the entire service period Starter: One Vegetarian and One Non-Vegetarian Soup: One Vegetarian and One Non-Vegetarian Salads: One Vegetarian and One Non-Vegetarian Rice: Two types (1 Plain, 1 Fried rice/ Biryani) Indian Bread: Three types (Phulka/ Paratha/Nan/Tandoori) Lentils: One type Vegetable Item: Two types (1 Dry and 1 Gravy) Paneer: One type Non Veg item: Two types (Chicken/ Mutton/ Fish) Desserts: Two types (Ice cream/ fresh fruit salad/ Gulab Jamun/ Chocolate mousse) Mouth Freshener Drinking water	

The above-mentioned rates is exclusive of GST.

Terms and Conditions:

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. **Vendors/Suppliers are required to submit copies of GST Registration, PAN, copy of orders executed of similar requirement in other Institutes of National Importance, Central Universities.**
3. **Vendors/ Suppliers are to note that the requirement for Out Door Catering services is for 2 days i.e 1st April 2026 and 2nd April 2026 which is to be provided by two separate vendors on lot based.**

For eg. If Vendor 'A' is selected to provide service on 1st April 2026, vendor 'A' will not be eligible to provide service on 2nd April 2026 and accordingly quotation of vendor 'A' for 2nd April 2026 shall not be opened. Quotations received will first be opened for Out Door Catering service on 1st April 2026.

4. Validity of quoted rates is for a period of 30 days.
Buffet Dinner to be served at 7.00 p.m sharp for approx. 1200 persons (+/- 20%) on **1st April 2026.**
5. Multiple service stations is to be provided as per requirement of the Institute.
6. In case any of the item/ items are found unacceptable to the inspection authorities, alternative items/stores of acceptable quality have to be supplied.
7. The Accepting officer reserves the right to subject the sample to a second inspection by the nominated authority of the Director and may reject them if not found conforming to the specification even if the same had been accepted by the normal inspection authority.
8. Kindly record the following on the bill- certified that the stores mentioned in the bill are not exempted from GST under the existing rules and the said tax has been charged according to the rate specified in the Act or rules made there under.
9. The Institute reserves the right to recover any outstanding dues of the supplier from the bills being processed, pertaining to any other order/supplies.
10. Insurance during transit to be borne by the vendor / supplier/contractor inclusive of handling within the Institute's premises, till the completion of final Inspection and acceptance.
11. Settlement of disputes – **Director, IIMS** or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned
12. Bills shall be submitted in **quadruplicate**. Copy of the supply order to be submitted and produced at the time of supply.
13. Receipt of this supply order may be acknowledged as per the terms & conditions mentioned herein and supply of the Stores arranged.
14. Payment shall be made via online mode.
15. Bills / Invoices should indicate supply order number, date and name of the department of this Institute and other correspondence relating to the supply order.
16. In case of exceptional delay in supplies, IIMS shall reserve the right to cancel the supply order, reject delayed supplies and take suitable action deemed fit in the interest of the Institute.
17. Please quote the Institute **GSTIN 17AAAJI0577Q1ZP** in every bill submitted.
18. The Institute reserves the right to reject any quotation or all quotations without any reason.
19. 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/-
Sr. Mgr (Stores)
IIM Shillong