



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/25-26/45

Dated: 19.02.2026

Sub: Notice Inviting Quotations for ICT Infrastructure in Convocation Pandal and Live Webcasting Set-Up during Convocation

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 ICT Infrastructure in Convocation Pandal and Live Webcasting Set-Up”** Enquiry No. with due date and the offer to be sent By Hand/Speed post/Courier/ or by E-mail to **srmgr.stores@iimshillong.ac.in** latest by 26th Feb 2025 by 03:00 pm.

(Detailed Description)

Sl. No	Particular	Qty	Rate Rs	Amount Rs
	PRE-CONVOCAION			
1	Hiring, Installing and dismantling of LED Screen of Size (10x20) Sq.ft	1		
2	Installation of Scaffolding/platform for LED Screen Size (10x20) Sq.ft	1		
3	Transportation for carriage of LED Screen (10 X 20) Sq.ft	1		
	CONVOCAION DAY			
1	Hiring, Installing and dismantling of LED Screen of Size (10x20) Sq.ft for left and right location of Pandal	2		
2	Hiring, Installing and dismantling of LED Screen of Size (20x40) Sq.ft for Main Stage	1		
3	Installation of Scaffolding/platform for LED Screen Size (10x20) Sq.ft	2		
4	Installation of Scaffolding/platform for LED Screen (20x40) Sq.ft	1		
5	Transportation for carriage of LED Screen (20x40) Sq.ft	1		
6	Transportation for carriage of LED Screen (20x10) Sq.ft	2		
7	Hiring, installing and dismantling of Digital Standee size 6sq.ft x 2sq.ft for Entrance to Pandal with transportation	2		

8	Hiring of 55-inch TV for Stage with Switcher and Transportation	2		
9	Video Camera Setup for Live webcasting	2		
Grand Total Amount (Incl. of Taxes)				

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 installation is within **1day** before the Convocation date which is scheduled for the last week of March 2026.
5. Failure to install within stipulated timeline will result in 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/-
Stores and Purchase Officer
IIM Shillong