INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

Phone No: 0364-2308011/8012 **Email: srmgr.stores@iimshillong.ac.in**

ENQUIRY NO: IIMS/S&P/NIQ/26-27/026 **Dated: 21.10.2026**

Sub: Notice Inviting Quotation for Diwali Event requirement

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 Diwali Event requirement"** Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by email to srmgr.stores@iimshillong.ac.in or by registered cover/ speed post/ dropped in and must reach to The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by 27 Oct 2026 by 12:00 noon.

(Detailed Description)

SL.No	Description	Qty	Unit	Rate in Rs (Excl. taxes)
1	**Fabrication & Décor (Badminton court):** Stage Fabrication with Black Masking 40 Sq. Ft. Frill LED lights canopy Fairy Lights canopy entrance Bamboo cage frame with earthen lamps hanging Frame with bulbs hanging and I work on edges Green leaves backdrop with floral work and text on top Flex with easel pandal Fabrication with Cloth Cover 100 Sq. Ft. Fresh Flower Décor Fairy lights décor	1	Job	
2	**Venue Lighting, Sound, SFX & Genset** PAR LEDs Spotlights, rice lights, microphones etc. 15 KVA generator 2no., 7kva generator 1no. for lights Sound system with 4 tops and subs and SFX	1	Job	

3	**Consumables:** Earthen Diya (with wicks & oil) – 70nos. Paper lanterns – 500nos. Chalk Boxes – 1 box. Assorted Rangoli colors – 20 kgs. UNO & Playing Cards – 6 nos. Playing Dice – 10nos. Poker Set – 4nos. Tambola – 4nos. Ping pong cups – 45nos. TT Balls – 5 nos. Cones – 5nos. Puja Samagri	1	Lump Sum	
4	Purohit	1	Day	
5	Prashad	500	Nos	
6			**Total**	
7			**GST @**	
8			**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. 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 **07 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