INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2230041 **www.iimshillong.ac.in**

ENQUIRY NO: IIMS/S&P/NIQ/26-27/030 **Dated: 05.11.2026**

Sub: Notice Inviting Quotations for Printing and Supply of Answer Sheets.

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 Printing and Supply of Answer Sheets.***" Enquiry No. with due date and the offer to be sent by E-mail to **srmgr.stores@iimshillong.ac.in** latest by 12th November 2026 by 12:00 noon

(Detailed Description)

Sl. No.	Item Particulars	Quantity	Rate	Amount
1	Answer Sheet – A Size: ¼ demy Printing: Single colour on both sides Paper: 70 GSM maplitho paper No. of pages: 16 (8 sheets) Binding: Centre Pinning with numbering Design: As provided by the Institute	30,000		
2	Answer Sheet – B Size: ¼ demy Printing: Single colour on both sides Paper: 70 GSM maplitho paper No. of pages: 8 (4 sheets) Binding: Centre Pinning with numbering Design: As provided by the Institute	20		
	Total			
	GST (18%)			
	Grand Total Amount (Rounded)			

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. Bidders should attach proof of similar works completed in the last three financial years along with copies of their PAN, GST etc
3. 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.
4. Stores will be accepted subject to the verification and inspection by the competent authority.
5. 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.
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/-
Senior Manger Stores
IIM Shillong