INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/26-27/037 **Dated: 17.11.2026**

Sub: Notice Inviting Quotation for Supply of Customised Reception Table with Interior Panelling

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 Supply of Customised Reception Table with Interior Panelling at IIM Umsawli Campus"** Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent 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 **25 November 2026 by 12:00 noon**.

(A. Detailed Description and Bill of Quantity)

Sl No	Item Description	Unit	Rate (Inclusive of 18% GST)	Amount (Incl of 18% GST)	In Words
1	Customised Reception table with interior panelling	1			
2			**Total (Rs)**		

The above mentioned rates should be inclusive of all taxes.

I. General Scope of Work

- Conduct a site visit, take actual measurements and verify access, wall conditions, floor levels, electrical points and installation constraints before starting fabrication.
- Prepare item-wise drawings, elevations, material/finish samples and colour charts for approval before procurement or fabrication.

- Provide all materials, labour, tools, hardware, fasteners, transport, loading/unloading, protection, installation, alignment, finishing and debris removal required for a complete job.
- All dimensions stated in this NIQ are nominal/reference dimensions. Where dimensions are not specified, the supplier shall measure at site and submit proposed dimensions for written approval.
- Workmanship shall be neat, sturdy, level, plumb, free from sharp edges, visible dents, cracks, delamination, stains and avoidable gaps.
- No substitution of specified board thickness, laminate, panelling system, upholstery, hardware or other material shall be made without prior written approval.
- The supplier shall coordinate with the site representative and avoid damage to existing civil, electrical, plumbing and other finished works. Any damage caused by the supplier shall be made good at the supplier's cost.

II. Detailed Specifications:

Design, fabricate and install a customised reception counter/table, including internal storage/cupboards and associated interior panelling.

- Main carcass/substrate: 12 mm thick plywood as stated in the source estimate; supplier to identify plywood grade and provide make/technical data. Size 3350mmX609mmX750MM (L X D X H), 3350mmX200mmX400MM (L X D X H)
- Laminate finish: source estimate records “1.5 mm laminates. Type, thickness and finish.
- Internal cupboards, shelves, partitions, shutters and accessible storage to be included on both side.
- Wall front/visible panelling to use VOX panelling material or equivalent, colour and installation system. With Electrical fittings and illuminated logo.
- Include edge banding/edge finishing, suitable hinges, handles, locks (where required), drawer channels (where required), levelling supports and concealed fasteners.
- Counter height, depth, length, transaction ledge, cable routing and internal layout shall be finalised from site measurements and approved drawing.

  Supplier submission / confirmation: Supplier to submit plan/elevation/design, board and laminate details, VOX panelling or equivalent catalogue/sample

III. Terms and Conditions:

a. **Quotation validity:** Minimum 60 days from the date of supply order.
b. **Taxes:** Quote basic value, applicable GST rate and GST amount separately. State HSN/SAC, GSTIN and tax treatment. The total quoted price shall clearly indicate whether GST is included.
c. **Price inclusions:** Rates shall include material, fabrication, hardware, finishing, packing, transportation, loading/unloading, installation, labour, tools, testing, cleaning and all incidental charges, unless specifically listed as excluded.

d. Site measurement: Supplier shall verify all site dimensions before fabrication. No extra claim arising from failure to verify dimensions shall be entertained.

e. Subcontracting: Any proposed subcontracting shall require prior written approval of the issuing authority.

f. Safety and housekeeping: Supplier shall maintain safe working practices, protect existing property and remove packaging, scrap and debris after completion.

g. Quote format: Corrections shall be initialed. Conditional quotations and unclear taxes/charges may be rejected. The issuing authority reserves the right to accept/reject any or all quotations.

h. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.

i. 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.

j. Stores will be accepted subject to the verification and inspection by the competent authority.

k. 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.

l. 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.

m. 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.

n. The Institute reserves the right to reject any tender or all tender without any reason.

o. 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