INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

Phone No: 0364-2308000 **Email: srmgr.stores@iimshillong.ac.in**

ENQUIRY NO: IIMS/S&P/NIQ/26-27/034 **Dated: 17.11.2026**

Sub: Notice Inviting Quotation for Supplying Stitching and fixing of Curtains and curtain rods in the Guest House at IIM Shillong Umsawli Campus.

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 Supplying Stitching and fixing of Curtains and curtain rods in the Guest House at IIM Shillong 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**.

(Detailed Description and Bill of Quantity)

Sl No	Item Description	Unit	Quntity	Rate (Inclusive of 18% GST)	Amount (Incl of 18% GST)	In Words
1	Supplying Stitching and fixing of Curtains and curtain rods in the Guest House at IIM Shillong Umsawli Campus.					
	Suite Room Numbers on the Top Floor of the Guest House:					
	a) Room No 301, 302,303 & 304 = 4 rooms					
	Bedroom: 1 Set (Curtain & Curtain rod) :	Set	4			
	Living Room: 1 Set (Curtain & Curtain rod) :	Set	4			
	Passage: 1 set (Curtain & Curtain Rod) :	Set	4			

				Total (Rs)		
				Round In Rs		

The above mentioned rates is inclusive of all taxes.

I. General Terms and Conditions:

1. These Terms and Conditions shall apply to all contracts for the supply of items by the Supplier to the Institute and shall prevail over any other documentation or communication from the Institute.
2. Any variation to these Terms and Conditions shall be inapplicable unless agreed in writing by the Supplier
3. The rates for each items of works are as specified in the Proposal shall be inclusive of all taxes.
4. The repairs and maintenance works shall be completed within the specified time period as per the Work Order.
5. The Contractor shall accept all responsibility for the condition of services provided and shall ensure that completed work to be verified by the Engineer-in charge or his representatives' before proceeding further.
6. No additional payments shall be paid by the Institute for the works executed in excess to the quantity.
7. Bills/ Tax Invoice shall be submitted within 1(one) month from the date of completion of the work.
8. The contractor shall mention his/ her Account number and Institute GST number in the body of the Bill.
9. The Contractor shall be liable of any defects if again arise within 2 (two) months from the date of completion of the work.

II. Other Terms and Conditions

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. Bidders are required to submit copies of PAN, GST, Trading License and copies of work orders of similar works carried out.

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 completion is within **45 days** from 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 Manager (Stores)
IIM Shillong