



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018, East Khasi Hills
Meghalaya

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/24-25/023

Dated: 23.10.2024

Sub: Notice Inviting Quotation for Hiring, fitting and dismantling of Decorative/Festival Lighting at IIM Shillong, Campuses

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of items in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong 793018 with the words “ **Quotations for Hiring, fitting and dismantling of Decorative/Festival Lighting at IIM Shillong, Campuses**”, 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 Stores and Purchase Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 28 Oct 2024 at 12.00 noon

Detailed Specification of requirement

Name of Work: Hiring, fitting and dismantling of Decorative/Festival Lighting at IIM Shillong, Campuses.					
Particulars of Items					
Sl. NO	Description	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1	Hiring of Decorative Rice lights including fitting, testing, dismantling at the end of usage as per the direction of EIC and complete for the Campuse	Set	1000		
2	Hiring, fitting and dismantling of 60W Multicolor LED PAR Decorative Lighting for Main Gate, Main Building, New Academic Building & Stage.	each	75		

3	Hiring, fitting and disconnection of Two Nos. of Diesel Generators of 30kVA to 63kVA capacity (One for Sound & One for Lighting) with Diesel & Operator for Stage for one day.	each	2		
4	Hiring, fitting and dismantling of 200W LED Flood Lighting for Main Gate & Stage.	each	10		
5	Hiring, fitting and dismantling of 6/16 A Switch Sockets Combine for Security Entrance & Stage.	each	5		
6	Main & distribution Cables/ wiring, DB with MCBs etc for the above equipments & lighting with FRLS copper wires of suitable conductor area including fitting, fixing and dismantling at the end of usage as per the direction of EIC and complete	Set	L/s		
7	Maintenance, Operation and guarding the above installation with licensed electrician for three days.	each/ day	2		
8	Total Amount(Rs.)				
9	GST				
10	Grand Total Amount (Rs.)				

Terms and Conditions:

1. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.
2. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration and copies of similar work orders executed.
3. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
4. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute.

5. The Institute reserves the right to increase or decrease the quantity to be ordered up to 25% of the bid quantity at the time of placing the order. Bidders are bound to accept the orders accordingly.
6. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard.
7. Only one best quality item according to Institute approved specification should be quoted against the item.
8. Vendors/Suppliers/ Contractors are required to quote for reputed brands only.
9. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
10. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
11. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
12. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.

Sd/-

**Purchase Officer
IIM Shillong**