



**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/24-25/024

Dated: 23.10.2024

**Sub: Notice Inviting Quotation for Foundation Day Event (Stage setup, Back Drop and Campus Decoration) on 7 Nov 2024 at IIM Shillong**

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 “ **Quotation for Foundation Day Event (Stage setup, Back Drop and Campus Decoration) on 7 Nov 2024 at IIM Shillong**”, 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**

Sl No	Item of Works	Unit	No	L (Ft)	H(Ft)	Quantity	Rate (Rs)	Amount (Rs)
1	<b>Main Gate Entrance</b>							
	a) Gate Flexes and Hanning Banners (3ftx15ft x2nosx2nos) with steel frames	Set	4			4		
	b) Cloth Satin Banner - 3x15 ft	Each	4	3	10	120		
	c) Flag poles (both sides of the entrance) - Flag Pole Ht - 15ft	Each	12			12		
	c) Cloth Satin Banner - 3x10 ft	Each	12	3	10	360		
2	<b>From main Gate towards Cafeteria</b>							
	a) Flag poles on the right side of the road - 15 ft high	Each	10			10		
	b) Cloth Satin Banner - 3x10 ft	Each	10	3	10	300		
	c) Hanging Banners (3x6ft) with steel frames on the existing electrical Poles on the left side of the road	Each	12			12		

	b) Cloth Satin Banner - 3x10 ft	Each	10	3	10	300		
3	<b>From Junction Towards Main Building</b>							
	a) Flag poles (both sides of the entrance) including the parking space - 15ft high	Each	40			40		
	b) Cloth Satin Banner - 3x10 ft	Each	40	3	10	1200		
	c) Steel Standies main entrance - 3x8ft	Each	2			2		
	d) Cloth Satin Banner - 3x8 ft	Each	2	3	8	48		
	e) Flag poles 6ft high Hanging - Planters of the Main building -	Each	15			15		
	f) Cloth Satin Banner - 3x8 ft	Each	15	3	15	675		
	g) Standies (3x7)ft with Steel frame - Entrance	Each	2			2		
	h) Cloth Satin Banner - 3x7 ft	Each	2	3	7	42		
4	<b>Entrance of the main Building</b>							
	a) Red Carpet (Opposite Block C > Entrance > Lift) - Wide - 8ft	Set	1			2012.87		
5	<b>Cafeteria</b>							
	a) Arch Shaped Photo booths (Ht 10ft x 12ft w x 3ft thick)	Set	1			1		
	b) Cloth Satin Banner - (Ht 10ft x 12ft w x 3ft thick)- Entrance	Each	1	12	10	120		
	c) Standies (4x7)ft with Steel frame - Entrance	Each	2			2		
	d) Cloth Satin Banner - 4x7 ft - Entrance	Each	2	4	7	56		
						0		
6	<b>Students Dining Hall</b>					0		
	a) Standies (4x7)ft with Steel frame - Entrance	Each	2	4	7	2		
	b) Cloth Satin Banner - 4x7 ft - Entrance	Each	2	4	7	56		
7	<b>L- Shaped Hall near Auditorium</b>					0		
	a) Deluxe Chairs with cover	Each	250			250		
	b) Round Table with cover	Each	50			50		

	c) Buffet Table with cover	Each	25			25		
	d) Steel Standies (3x6ft)	Each	10			10		
	e) Cloth Satin Banner - 3x6 ft	Each	2	4	7	56		
	f) Center Table	Each	1			1		
<b>8</b>	<b>Auditorium</b>							
	a) Sofa Set - 2 rows for 12 Guests (Combine 1 Double seaters & 2 Single Seaters)	Set	3			3		
	b) Steel Standees on both sides of the Screen - 2ft x 6ft	Each	2			2		
	c) Cloth Satin Banner - 2x6 ft	Each	2	2	6	24		
	d) Special Chair - For Governor	Each	1			1		
<b>9</b>	<b>Cultural Programmes (Basketball Ground)</b>							
	a) Stage (16x20x4ft ht)	Each	1	20	16	320		
	b) Flood light (200 watts)	Each	4			4		
<b>10</b>	<b>Hoarding Outside the Campus with Flexes</b>							
	a) ISBT - Junction	Sq Ft	1	12	8	96		
	b) Polo	Sq Ft	1	12	8	96		
	c) Assembly	Sq Ft	1	12	8	96		
	d) Juntion Near NIFT	Sq Ft	1	12	8	96		
	e) Near the Main Gate	Sq Ft	1	12	8	96		
<b>11</b>							<b>GST</b>	
<b>12</b>							<b>Grand Total</b>	

### 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](mailto:spo@iimshillong.ac.in).

**Sd/-**

**Store & Purchase Officer  
IIM Shillong**