



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/24-25/025

Dated: 23.10.2024

Sub: Notice Inviting Quotation for Horticultural arrangement for Foundation Day 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 “ **Quotations for Horticultural arrangement for Foundation Day 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

S. No	Particulars	Unit	Qty	Rate	Amount
	STAGE 30 Feet wide				
	Required Pots				
1	Square pot (30 cm x 30 cm)	No.	30		
2	Square pot (20 cm x 20 cm)	No.	30		
	Required Plants				
3	Anthuriums	No.	60		
4	Peace lily	No.	30		
5				Total	
6				GST	
7				Grand Total	

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/-

**Store & Purchase Officer
IIM Shillong**