



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**Umsawli, Shillong- 793018**  
**Meghalaya**

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ENQUIRY NO: IIMS/S&P/NIQ/24-25/021

Dated: 30.09.2024

**Sub: Notice Inviting Quotation for Quotation for Navratri and Dandiya Event requirement**

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 Navratri and Dandiya Event requirement**” Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by email to [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) or 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 08 Oct 2024 by 12:00 noon.

**(Detailed Description)**

Sl. No.	Details of Requirements	Quantity	Unit Rate (Rs.)	Amount (Rs)
1.	<b><u>Décor &amp; Fabrication (Puja Sthal):</u></b> Durga Mata frame – 1 Set Cutouts of Various Professions – 9 Nos. White Cloth – 5 Nos. Yellow Cloth – 5 Nos. Artificial Flowers – 80 Nos. (Yellow & Green) Rice Lights – 40 Nos. (Warm) Artificial Bells – 2 Packets (Golden) Electrical Diya – 2 Pairs Rangoli Colours – 3 Packets (Assorted) Rangoli Stencils – 2 Packets	1 set of work		
2.	<b><u>Décor &amp; Fabrication (Mess Garba Canopy):</u></b> Bamboo Scaffolding Structure – 1 Job Neon Cloth – 100 Nos (Pink, Yellow, Orange & Green) Artificial Flowers – 100 Nos. (Yellow & Green) Fresh Flowers – 60 Nos. (Marigold & Red Roses) Decorative Umbrella with Wooden Stands – 10 Nos. Wooden Frames with Cloth Cover – 12 Nos. Decorative Umbrella – 60 Nos. Decorative Latkans – 12 Packets Ribbons – 20 Nos. (Narrow)	1 set of work		

	Cello Tapes – 5 Nos. (Broad) Paper Cutters – 3 Nos, Fevicol – 3 Nos. (Big Bottle) Cloth Pins – 10 Packets			
3.	<b>Venue Lighting:</b> LED Warm Lights for Canopy – 1 Job LED Warm Lights for Wooden Frames – 1 Job Rice Lights for Canopy – 100 Nos. (Warm) LED Par Cans – 20 Nos. Complete Electrification & Wiring – 1 Job	1 set of work		
4.	Flex Banners with Wooden Frame (Size: 10' x 10')	1 nos.		
5.	Dandiya Sticks	150 pairs		
6.	Sound and Genset	1 set		
7.	Puja Requirements - Coconut (Naariyal) - Flowers - Moli Dhaaga - Yellow Rope - Red Cloth - Honey - Sugar - Kapur - Incense Sticks - Matchbox - Jaggery - Cotton - Diya - Fruits, etc - Pooja Thali	Lum sum		
8	Dandiya Instructor	2 days		
9	1. Paper Bag - 4 2. Silk Almond – 4 3. KitKat – 4 4. Scented Candle pack – 4 5. Lays (20 Rs.) – 4 6. Coke (600ml) - 4 7. Hersheys Kisses (pack)– 4 8. Minute maid – 4 9. Nachos - 4 10. Unibic Chocolate cookies – 4 11. Britannia chocolate cake - 4	Lum sum		
				<b>TOTAL</b>

**The above mentioned rates is inclusive of all taxes.**

## **Terms and Conditions:**

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. 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.
3. Stores will be accepted subject to the verification and inspection by the competent authority.
4. Time schedule of delivery is within **07 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.
5. 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.
6. 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.
7. The Institute reserves the right to reject any tender or all tender without any reason.
8. 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/-  
**Stores and Purchase Officer**  
**IIM Shillong**