



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/24-25/26

Dated: 23.10.2024

Sub: Notice Inviting Quotation for Students Diwali celebration requirements

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 Students Diwali celebration requirements**” 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 28 Oct 2024 by 12:00 noon.

(Detailed Description)

Sl. No.	Details of Requirements	Quantity	Unit Rate (Rs.)	Amount (Rs)
PART A				
1.	Fabrication & Décor (Badminton Court): Stage Fabrication with Black Masking – 40 Sq. Ft.Entry Gate with Red Carpet, Props & MaskingPassage Entry Gate (Arched – 2 Nos.)Arch Type Entry Gate (Bollywood Theme)Photobooth Mirror with LED Bulbs – 1 Nos.Wooden Essels with Sun Board Branding – 1 Nos.Queue Managers with Red Ropes– 10 Nos.Transparent Umbrellas – 32 Nos. (Canopy)Black Masking on Rear WallSticker - “Welcome to UTSAV 2024” – 1 Nos.Signage - HAPPY DIWALI – 1 Nos.	1 Job		
2.	Fabrication & Décor (Common Room): Pandal Fabrication with Cloth Cover – 100 Sq. Ft.Fresh Flower DécorMasking of Pillars – Paper DanglesTable Cloth Cover – 12 Nos. (White)	1 Job		

3.	Venue Lighting: Rice Lights – 300 Nos. (Warm & White)LED PAR Cans – 8 Nos.Sharpies, Beam Lights & Spotlights – 9 Nos.Star Lights – 100 Nos.Smoke Machines – 2 Nos.Electrical Diya – 4 Nos.	1 Job		
4.	Complete Sound Setup (As per Artist Tech Rider)	1 Day		
5.	Genset with Fuel (32KVA)	1 Day		
6.	Artist – DJ (All Inclusive) 2 Hours	1 Job		
7.	DIY & Consumables: Photo Frames for Puja – 2 Nos.Prasad – 5 Kgs x 2 DaysEarthen Diya (With Wicks & Oil) – 70 Nos.Paper Lanterns – 60 Nos.Mehendi Cones – 50 Nos.Acrylic Colors – 30 BoxesPaint Brushes – 30 Nos.Chalk Boxes – 1 Boxes.Assorted Rangoli Colors – 20 KgsPins – 3 BoxesChart Paper – 45 Nos.Pens, Markers, Sketch Pens & DST – 300 Nos.Cellophane Paper – 20 Nos.UNO & Playing Cards – 6 Nos.Playing Dice – 10 Nos.Poker Set – 4 Nos.Tambola – 4 Nos.Ring Toss – 2 Nos.Cello Tape – 10 Nos.	Lum Sum		
8.	Puja Samagri	2 Days		
9.	Purohit	1 Day		
10.	Bonfire Setup (3-4 Hours)	1 Day		
11.	Gift Hampers	10 Nos.		
SUB TOTAL				
12.	GST on above requirements (PART A)			
			TOTAL OF (A)	
PART B				
13.	Hiring of Diwali Lighting: <u>Area to be Covered (Outside Perimeter):</u> Hostel Premises Umsawli – All BlocksHostel Premises Nongthymmai – All Blocks <u>Inventory:</u> Warm Rice Lights (LED) – 1000 Nos. (approx.) 4MM Copper Wire for Electrification – Lumpsum <u>Work Description:</u> Installation, Commissioning & Testing of Rice Lights at a maximum distance of 1½’ from Rooftop to Ground Floor of each Hostel Building with complete wiring & electrification. <u>Duration:</u> 4 Days Work Completion – 30.10.2024 Removal & Site Clearance – 02.11.2024	1 Job		

14.	SUB TOTAL			
15.	GST on above requirements (PART B)			
			TOTAL OF (B)	
GRAND TOTAL (PART A + PART 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. 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 delivery is within **7 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.
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