



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
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ENQUIRY NO: IIMS/S&P/NIQ/24-25/41

Dated: 26.02.2025

**Sub: Notice Inviting Quotation for Student's Mementos for Convocation 2025 at IIM Shillong.**

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein. The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **“Quotation for Student's Mementos for Convocation 2025”**, with due date **boldly superscripted on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box or E-mail to [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) on or before **06.03.2025 by 12:00 noon**.

Sl. No.	Description/Specification	Qty	Rate per unit (Rs)	GST %	GST Amount	Total Amount (Inclusive of GST)
1	<b>Student Mementos:</b> Size: 6-inch plate with IIM Branding Wooden flap frame for plate Box to keep the memento and carry bag (Design will be provided by Institute)	391 Nos				
	Grand Total					

**Validity of Quoted Rate:**

**Delivery/Supply Time:**

**Signature and Seal of Bidder**

**Date:**

## Terms and Conditions

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. 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.
3. **If required, the sample of the above items/designs may be asked after accepting the quotation.**
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. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
5. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 % of required quantity at the time of placement of contract. Vendors are bound to accept the orders accordingly.
6. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
7. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
8. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
9. The NIQ queries (if any) should only be e-mailed on [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in).

**Store and Purchase Officer  
IIM Shillong**