



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**UMSAWLI, SHILLONG: 793018**  
**MEGHALAYA**

**Fax No: 0364-2230041**

**www.iimshillong.ac.in**

**ENQUIRY NO: IIMS/S&P/NIQ/23-24/39**

**Dated: 10.02.2025**

***Sub: Notice Inviting Quotations of Sound System arrangement for Pre Convocation Event and main Convocation***

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the subject “**Quotations for *Hiring of Sound System for Convocation*”** Enquiry No. with due date and the offer to be sent by Hand/Speed Post/ Courier or by E-mail to **spo@iimshillong.ac.in** latest by 20<sup>th</sup> Feb 2025 by 03:00 pm. The event is scheduled during end of March 2025

**(Detailed Description)**

<b>Sl.No</b>	<b>Particular</b>	<b>Qty</b>	<b>Rate</b>	<b>GST@18%</b>	<b>Amount</b>
1	Hiring of Sound System set-up for Convocation rehearsals (1 day before event) and main Convocation Event at the end of March 2025 for 1500 Capacity	1			
2	Rental Services of Sound System for Additional Pre- Convocation Function Umsawli	1			
3	Transportation of Sound System	2			
				<b>Total Amount</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 installation is within **1day** before the Convocation date.
5. Failure to install within the stipulated timeline will result in 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/-  
**Stores and Purchase Officer**  
**IIM Shillong**