

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, I I M Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010

Ph.No. – 07127102360 / 07127102358 Email: procure@iimnagpur.ac.in



Invitation to Offer

Name of bidder & Address: _____	Inquiry Ref. No. IIMN/101/2018-19/004 dated 01/05/2018	Date of Issue: 02/05/2018
_____	Submission of quotation: on 10/05/18; by 3.00PM. at IIM Nagpur Office.	Offer Valid up to 3 Months
Ph. No.: _____ Email id: _____	Date & time of opening of Quotation/Bid: on 10/05/2018 by 3.30PM. IIM Nagpur, VNIT campus, Nagpur-10	Issued by: Administration & Estate.

We invite your Quotation for the item mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexure C

Sr. no	Description of Item	Qty.	Unit	Unit Rate(Rs)	Total Amount (Rs)
1	Supply and installation of Storage Almira Specification as per Annex-A	05	No's		
2	Supply and installation Slotted Angle Rack (Three sides covered) Specification as per Annex-B	03	No's		
		<u>GST % & Amount</u>			
Total Amount including Freight/Transit Insurance/Installation and all Taxes:					

Total Amount in Words:(_____)

Payment terms : After delivery on submission of Tax Invoice by NEFT /RTGS

Note: IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.

Sign & Stamp of Bidder / Supplier

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Annexure 'A'

Sr.No.1 Storage Almira

Product Description:

Quantity 05

Dimension / Size 475(D) X 900(W) 1980(H)

Specifications:

Metal swing door cabinet with above given dimensions. To be made up of 0.88 mm (20 gauge) thick MS and powder coated with Epoxy in white Matt colour. To be provided with minimum 5 No of shelves with variable height adjustments. To have central locking facility. Metal legs be provided with minimum 100mm height. Sample as available at IIM Nagpur.

Indicative Photograph



Sign & Stamp of Bidder / Supplier

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Annexure 'B'

Sr.No.2 Slotted Angle Rack (Three sides covered)

Qty.: 03 nos.

Dimension / Size 2100 (H) X 915 (W) X 457 (D) mm

Specifications

- Rack with 5 shelves. Distance between each shelf will be 410 mm. These 5 shelves should be hanging arrangement (adjustable).
- Rack will be three side covered & Front side opened.
- Racks shall be manufactured from Slotted M.S angle 14 SWG.
- Shelves shall be manufactured from 18 SWG thick sheet.
- The rack shall be assembled with G I bolt, nuts and washers.
- Slotted angle and M.S sheet shall be made of cold rolled with anti-rust treated and shall be finished with powder coating of approved colour.
- H/D Rubber bushes shall be provided to the bottom of legs of slotted angle racks.
- The quality of M.S sheet which is used for racks shall be free from any defects, Undulations, and old paints and surface corrosion, etc.



Indicative Photograph

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Annexure C

General Conditions for Bidders

1. Bidder should be a registered manufacturer/authorised dealer/supplier. All items to be delivered at IIM Nagpur, VNIT campus.
2. Firm must have following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
 - (a) The applicant should be in good quality steel furniture business for a minimum period of THREE years as on 31.03.2017 (Please attached company incorporation or Relevant documentary evidences)
 - (b) PAN No.
 - (c) GST No.
3. The quantity may increase or decrease as per requirement and payment will be made as per actual supply of items on the rates quoted by your firm.
4. **Award of similar type of work on same rates:** Upon mutual consent, the client may award another similar type of order in campus based on this rates to the bidder, for which the rates may be valid up to ONE year from the date of issue of Purchase Order.
5. Delivery period: Delivery within 15 days of issue of Purchase Order. Items to be delivered at IIM Nagpur. Completion of delivery includes loading / unloading of goods at IIM Nagpur. No labour will be provided by IIM Nagpur.
6. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
7. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.
8. Warranty should be 1 year from the date of installation.
9. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
10. Bill should be submitted in duplicate on complete execution of order only
11. The bidder must agree to supply the same items at the rates quoted in case the institute places a repeat order within 6 months of the first order.

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Annexure 'C'

PARTICULARS OF BIDDER

1. Name of the bidder

(a) Trade Name (in Block letters)

(b) Status of the bidder

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

(in Block letters)

2. Postal Address

3. Telephone No.

4. E-mail / Website address (if available)

5. Name of the Banker, Branch Name & address

(in Block letters) (for e-payment purpose)

6. PAN (Enclose self-attested photocopy)

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7. GST No. _____

9. Trade License/Business License/CIN (if applicable) _____
(Enclose self-attested photocopy)

10. Any other Relevant Information _____
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this quotation as stipulated in the tender notice No IIMN/101/2018-19/004 dated 01.05.2018 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “**Supply of Steel Almirahs and Slotted racks**” as per specifications in Annexure’A’

Signature _____

Name of the BIDDER _____

Date _____

Official seal of BIDDER _____