

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/100/2018-19/005 dated 01/05/2018 | Date of Issue: 02/05/2018 |
| Ph. No.: _____ Email id: _____ | Submission of quotation: on 10/05/18; by 3.00PM. at IIM Nagpur Office. | Offer Valid up to 3 Months |
| | 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 Appx.

| Sr. no | Description of Item | Qty. | Unit | Unit Rate(Rs) | Total Amount (Rs) |
|---|---|----------------------------------|------|---------------|-------------------|
| 1 | Supply and installation of work station with removable Storage under the table Specification as per Annex- A | 05 | No's | | |
| 2 | Supply and installation Office chairs; Specification as per Annex-A | 05 | No's | | |
| 3 | Wooden folding partition Specification as per Annex-A | 02 | No's | | |
| | | <u>GST % & Amount</u> | | | |
| Total Amount including Freight/Transit Insurance/Installation and all Taxes: | | | | | |

Total Amount in Words:(_____)

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Annexure A

Sr. No. 1 Workstation with Storage under the table

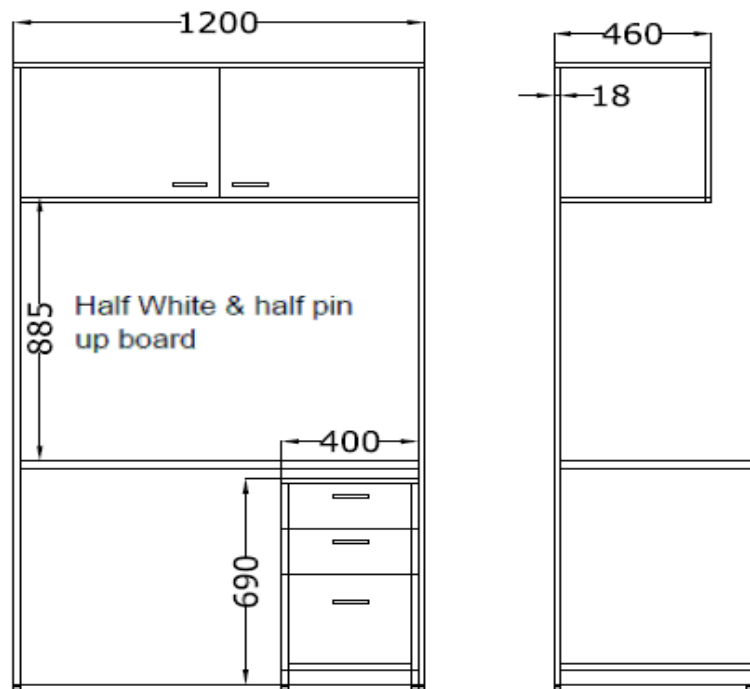
Quantity : 5 No's

Dimensions : 1200 (L)X650 (W)X2100 (H) MM

Technical Details:

Supply and installation of **work station**

The table top to be made of 25mm thick prelam particleboard and under structure and back with 18 MM prelam particle board with PVC edge binding. Overhead storage with 18 mm thick shutter. Provide above table top Pin up board and white board combination of equal width. All the hardware and fittings used like auto closing hinges, handle, lock, shall be of Ebco/Hettich or similar brand, brands used to be **specified in bid**. Design as per detail drawing below or as directed by Engineer in-charge.



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Storage under the table

Dimensions : 400(W)X450(D)X650(H)

Quantity : 5 Nos

Technical Details: Top of 18mm particle board with 8mm thick decorative profile. Carcass and Facia from 18mm & Drawers of 12mm thick particle board (3 drawers of more or less equal height*) with provision of centralized locking mechanism. All exposed edges to be sealed with 2mm Rehau or similar brand, brand used to be **specified in bid**. All other hardware used shall be of Ebco/Hettich or similar brand, brands used to be **specified in bid**.

Product design and colour to match with existing sample at IIM Nagpur.

* In case of the bidder offering a pre-existing standard product with unequal drawers, the lowermost drawer should have the maximum height.



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Sr. No. 2 Office chairs

Quantity Required : 05 Nos

Technical Details: The chair should be ergonomically designed medium back chair. It should have Nylon net on back, high density P.U. Cushion on seat. Fixed P.P Arm, tilt mechanism with single angle locking facility, Tension adjuster, Gas lift for height adjustment & 5 prongs Nylon base with castors.



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Sr. No. 3 **Wooden folding partition**

Quantity Required: 10 X 6 Ft = 1No

07 X 6 Ft = 1No

Size: 10ft X 6 ft.

7 ft. X 6ft

Other Technical Details: Supply and Installation of designer wooden folding partition of required size. Including finishing with French polishing on both side.



Indicative photograph

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Annexure B

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. 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.
5. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
6. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.
7. Warranty should be 1 year from the date of installation.
8. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
9. Bill should be submitted in duplicate on complete execution of order only
10. 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)

7. GST No.

9. Trade License/Business License/CIN (if applicable)

(Enclose self-attested photocopy)

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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/100/2018-19/005 dated 01.05.2018 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “**Supply of office furniture**” as per specifications in Annexure’A’

Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

Date _____