

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

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

Ph.No. – 07030937782 / 07767018721 Email: procure@iimnagpur.ac.in



### Invitation to Offer

Suppliers Address:  Ph.No.: Email id :	Enquiry Ref. No. IIMN/120/2017-18/009	Date of Issue : 24/11/2017
	To reach us before : 30/11/2017 ; 03:00 PM	Offer Valid upto : 3 months
	Date & time of opening of bid : 30/11/2017 at 03:30 PM at IIM Nagpur	Issued by : Stores & Purchase Department, IIM Nagpur

We invite your Quotation for the item/s 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. 'B'.

Sr. no	Description of Item	Approximate Qty	Unit	Rate per sq.ft.	Please mention taxes, installation charges, transportation charges & other if any	Total Amount
1	Supply and installation of Aerolux make Pine Wood Blinds with side borders of fabric and Roller folding mechanism (Details as per Appx. 'A')	200	Sq.ft.			

Our delivery requirement : All items to be delivered, installed at IIM Nagpur.

Payment terms : Payment will be made on **actual quantities measured** after installation as per the rate quoted and the bill to be raised on the same on the quantities measured and approved by Engineer-in-charge.

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

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### Appx A

#### **Sr.No.1**

**Supply and installation** of Aerolux make Pine Wood Blinds (4 curtains) with side borders of fabric with Roller folding mechanism. The design of the blinds, colour and fabric for the borders to be approved by Engineer In-Charge at IIM Nagpur.

**Approximate Quantity** : 200 Sq.ft ( Height – 4 ft 7 inchess ; Width – 4 ft 7 inches for 9 windows)



Indicative photograph

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### Appx B

#### General Conditions for Bidders

1. Bidder must be authorized supplier of the brand.
2. **Bidder must submit good quality 15 cm x 15 cm sample of the product and product catalogue along with the bid OR has to be present with the samples at the time of opening of the bid at IIM Nagpur to be considered for award of contract.**
3. Delivery schedule: Delivery within 15-20 days of issue of Purchase Order. Delivery schedule must be strictly adhered to and in case of award of tender it will be on the understanding that the items will be supplied in the stipulated period. Delivery shall be considered complete when full quantities of all items are in fully functional condition duly installed, tested and commissioned at designated delivery location(s). Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of purchase order per week.
4. The dealer should have service support network of the designated product and should be able to provide rectification of the defects within 24 hours on intimation of defect during entire warranty period.
5. Warranty should be 1 year from the date of installation.
6. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
7. Bill should be submitted in duplicate on complete execution of order only.
8. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
9. Please submit Bank account details along with the bill for payments by NEFT / RTGS or mention the same in the bill.
10. Award of similar type of work on same rates : Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to one year from the date of issue of work order.
11. In case of increase in required quantity, the Purchase order may be released based on the rates quoted.