

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, I I M 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/101/2017-18/006	Date of Issue : 04/08/2017
	To reach us before : 11/08/2017 ; 04:00 PM	Offer Valid upto : 3 months
	Date & time of opening of bid : 14.08.2017 at 03:00 PM	Issued by : Stores & Purchase Deptt., IIM Nagpur

We invite your Quotation for the item/s mentioned below. Please return this form and Annexure 'C', 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 'B'.

Sr. no	Description of Item	Qty	Unit	Rate	Please mention GST , installation charges, transportation charges & other if any	Total Amount
1	Steel Almirah: Technical details and product description as per Annexure 'A'	10	No.s			
2	Steel Filing Cabinet: Technical details and product description as per Annexure 'A'	10	No.s			

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

Payment terms : After delivery and installation 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 Steel Storage Almirah

Specifications 475(D) X 900(W) 1980(H)

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 approved 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.

Quantity 10

Indicative Photograph



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Sr.No.2 Steel Filing Cabinet

Specifications Overall Dimensions - 450mm(W) X 600mm(D) X 1200(H) mm
Filing cabinet with above given dimensions. Top to be made up of 2 mm thick, carcass and shelf of 0.88 mm thick, Kick panel of 1.2 mm thick of cold rolled closed annealed (CRCA) sheet with powder coated finish of 50 to 60 microns. Fitted with heavy duty double extension ball bearing slides and central locking.

No. of drawers - 3

Quantity 10

Indicative Photograph



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Annexure 'B'

General Conditions for Bidders

1. Bids downloaded from **IIM Nagpur website ONLY** will be accepted.
 2. Bidder must be manufacturer / authorized dealer of the product in Nagpur.
 3. Firm must have following certifications / accreditations / registrations, copies of which are required along with bid:
 - (a) VAT, CST, Excise & Service Tax registration certificate.
 - (b) ISO 14001: 2004, ISO 9001:2008
- *In case of non-conformity to above conditions, the price bid will not be considered
4. Sample to be submitted by the bidder who has quoted lowest within 5 days of intimation. PO will be issued only after sample is approved.
 5. The institute may decide to award contract for **individual items** to the bidder who quoted lowest for the item.
 6. Successful bidder will have to deposit **Security Deposit at 2.5 %** of the Order value to IIM Nagpur within 10 days of issue of order. The security deposit will be released after defect liability period.
 7. Defect liability period – 6 months from the date of delivery and installation.
 8. Delivery schedule: 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.
 9. The dealer should provide service support for the product and should be able to provide rectification of the defects within 24 hours on intimation of defect during entire warranty period.
 10. Warranty should be 1 year from the date of installation.
 11. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
 12. Bill should be submitted in duplicate on complete execution of order only.
 13. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
 14. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.

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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)

Sign & Stamp of Bidder / Supplier

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7. GST No. _____

8. Service Tax No. (if applicable) _____

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/101/2017-18/006 dated 04.08.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **“Supply of Steel Almirahs and Filing Cabinets”** as per specifications in Annexure ‘A’

Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

Date _____