

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/114/2018-19/010	Date of Issue : 15/05/2018
	To reach us before : 28/05/2018 ; 11:00 AM	Offer Valid upto : 3 months
	Date & time of opening of bid : 28/05/2018 at 04:30 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	Unit Rate(Rs)	Total Amount (Rs)
1	Backpacks: Technical details and product description as per Annexure 'A' Brand Name _____ Model _____	120	No.s		
		GST	%	& Amount	
Total Amount including Carting/Transport/Installation and all Taxes:					

Amount in words - _____

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

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

Backpacks

Preferred Brands & Models : Goblin – Linea or Equivalent

General Specifications

Parameter	Compliance (Yes / No)
Soft Water resistant Non-tearable Nylon material with smooth lining	
Synthetic thread used for stitching	
Nylon zipper with metal runners	
Three compartments – 1 thick padded laptop compartment to accommodate 15.6 “ laptop, 1 main compartment, 1 organizer pocket in front.	
Adjustable straps and padded handle	
Dual side mesh pockets for water bottle	
High thickness padding at back and protection for laptop at the bottom	
12 months warranty	
IIM logo to be Screen Printed as per sample given	

- ***Vendors should check the bag available in the Office for sample and rates are to be quoted for bag matching the specifications of sample bag.***
- ***One sample bag of the quoted item to be submitted along with the bid which will be returned after the order is processed.***
- Please mention the brand and model that you will be supplying in the price bid (page no.1).
- The brand quoted by you must be well known nationally.

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Annexure 'B'

General Conditions for Bidders

1. Bidder must be authorized enlisted supplier/distributor of designated brand. All items to be delivered at IIM-Nagpur campus at VNIT, Nagpur.
2. **Bidder must submit sample bag along with specifications to help in assessment.**
3. Delivery schedule: Delivery within 10 days of issue of Purchase Order. Items to be delivered at IIM Nagpur.
4. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation therefrom will be accepted without the Institute's specific agreement in writing
5. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
6. **Reference:** To ensure prompt payment, the order no. should be mentioned in the Invoice.
7. **Invoice:** To be sent in duplicate to us mentioning Delivery challan / Railway & Goods Receipt Memo No. and date as well as our purchase order no. and date.
8. Payment schedule: 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 be NEFT / RTGS or mention the same in the bill
10. Bid should remain valid for a period of 3 months.
11. **The bidder must agree to supply the same items (in partial or full quantity) at the rates quoted in case the institute places a repeat order within 6 months**
12. All the pages of this quotation should be signed and stamped by the vendor.

Sign & Stamp of Bidder / Supplier

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Annexure 'C'

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the enquiry No IIMN/114/2018-19/010 dated 15.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply of Bags** as per specifications in Annexure A.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER