

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/112/2017-18/008	Date of Issue : 31/10/2017
	To reach us before : 08/11/2017 ; 11:00 AM	Offer Valid upto : 3 months
	Date & time of opening of bid : 09.11.2017 at 03:30 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	Rate	Please mention taxes, installation charges, transportation charges & other if any	Amount
1	White Boards Alkosign make – Model No. ATRS 90120 (As per Annexure A)	15	No.			
2	Soft Boards Alkosign make – Model No. ATRNBF-F 90120 (As per Annexure A)	15	No.			
Total Amount						

Our delivery requirement : All items to be delivered and installed 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.

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Annexure 'A'

Sr.No.1	White Boards
Brand	Alkosign make – Model No. ATRS 90120
Specifications	Supply and installation Dimensions –1200 x 900 mm Double sided curved Astra aluminium section, dry wipe markers.
Quantity	15

Indicative Photograph



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Sr.No.2

Soft Boards

Brand

Alkesign make – Model No. ATRNBF-F 90120

Specifications

Supply and installation

Dimensions –1200 x 900 mm

Double sided curved Astra aluminium section, Beige Colour Fabric

Quantity

15

Indicative Photograph



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Annexure'B'

General Conditions for Bidders

1. Bidder must be manufacturer / authorized dealer of the product.
2. Bidder must submit good quality product photographs along with specifications to help in assessment.
3. Delivery schedule: Delivery within 2 weeks of issue of Purchase Order. Items to be delivered at IIM Nagpur.
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 be NEFT / RTGS or mention the same in the bill.
10. All the pages of this quotation should be signed and stamped by the vendor.

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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. _____

8. Service Tax No. (if applicable) (Enclose self-attested photocopy) _____

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/112/2017-18/008 dated 31.10.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **“Supply and Installations of White and Soft Boards”** as per specifications in Annexure ‘A’

Signature _____

Name of the BIDDER _____

Date _____

Official seal of BIDDER _____