

**INDIAN INSTITUTE OF MANAGEMENT, NAGPUR**

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

Ph.No. – 07767018720 / 07767018721 Email: procure@iimnagpur.ac.in

**Invitation to Offer**

Suppliers Address:  Ph.No.: Email id :	Enquiry Ref. No. IIMN/119/2018-19/007	Date of Issue : 14.05.2018
	To reach us before : 28.05.2018 upto 11:00 AM	Offer Valid upto :
	Date & time of opening of bid : 28.05.2018 at 03:30 PM	Issued by : Stores & Purchase Deptt.

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	Qty.	Unit	Unit Rate(Rs)	Total Amount (Rs)
1	Curtains rods ( <i>Specifications as per Annexure'A'</i> )	112	RMT		
2	Curtains ( <i>Specifications as per Annexure'A'</i> )	158	No's		
		<b><u>GST % &amp; Amount</u></b>			
<b>Total Amount including Carting/Transport/Installation and all Taxes:</b>					

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

Note: IIM Nagpur reserves the right to accept 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	Description	Location	Qty	unit	Total Qty.
1	Providing and fixing curtain rods of 1.25 mm thick nickel plated MS pipe with two nickel plated MS brackets fixed with screws and wooden plugs / pvc plugs etc, at ends and intermediate brackets in middle wherever necessary. Complete <b>25mm diameter</b> . Fixing of Curtain rods in varying sizes as per the instructions of Engineer-in-charge	For hostel rooms window. (1.4 m. per window) No. of rods - 72	100.8	RMT Running mtrs.	112
		For TV Area (1.9 m. per window) No. of rods - 02	3.8		
		For Dining Hall (1.4 m. per window) No. of rods – 05	7		
2	Providing and fixing curtains for Hostel rooms made up of material as per the sample available in Stores & Purchase office. All sides patti stitch. Bottom & Top with 4 inches fold. Top edge with eyelids of stainless steel for curtain rod with buckram and all associated accessories. Stitching charges included.	For hostel rooms windows. Each curtain of dimension - 4 ft x 5.4 ft including folds. 2 curtains per window	144	No.	158
		For TV area 4 ft x 5.4 ft including folds. 2 curtains per window	4		
		For Dining Hall 4 ft x 5.4 ft including folds. 2 curtains per window	10		

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1. A Sample cloth of Curtain to be submitted alongwith the bid for evaluation and approval.
  2. Rate shall be inclusive of all wastages of curtain rod & curtain cloth cutting and fixing to the best workmanship manner.
  3. The rates shall be for all heights & levels and be inclusive of necessary consumables like adhesives, screws, nails, magnets, locks, etc. complete. The rate shall include necessary scaffolding required for this work.
  4. Rates to be inclusive of moving existing furniture where required, placing it again, removing of debris and cleaning all finished surfaces of unwanted paint/polish smudges, adhering foreign material, sharp edges etc.
  5. The sample of the cloth material to be used for curtain is available at the stores & Purchase office. Vendors should quote rates for the material matching the sample only.
  6. Actual measurements of the work done will be taken into account for working out Bill of quantities and the payment will be made against the same. (No Extra Payment to be made for wastage of material, lead & lift of material to any floor, and working in odd hours.)
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### Annexure 'B'

#### General Conditions for Bidders

1. Bidder must be in the business of supply of similar material for the last 5 years and has an establishment in Nagpur.
2. **Delivery Period:** All materials should be delivered and installed within the delivery period specified in the order unless the time limit is extended by us. Any loss incurred due to on-supply of goods and/or in time will be to suppliers account. We have the option to cancel the order, in case of failure to effect delivery in time. Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of purchase order per week.
3. The dealer should provide after sales support to provide rectification of the defects within 24 hours on intimation of defect.
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. **Contract:** Our Enquiry reference / Your offer / This purchase order / samples form part of this contract.
8. **Specifications:** All materials and goods shall be, in every respect equal to description, specifications and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
9. **Warranty:** Notwithstanding our acceptance, or right of inspection, and or any other terms and conditions in the purchase order, the supplier warrants that all goods supplied here are free from any defects in design, materials and workmanship and that they fully comply with the specifications. The purchase order is issued in reliance on the above mentioned warranty of the supplier.
10. **Invoice:** To be sent in duplicate to us mentioning Deliver challan / Railway & Goods Receipt Memo No. and date as well as our purchase order no. and date.
11. Payment schedule: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
12. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill
13. **Removal of rejected goods:** All goods which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the

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period allowed, we shall have the option to dispose such goods and all expenses incurred by us for such disposal shall be to the account of supplier.

- 14. Bidder must agree to supply the same goods in partial or full quantities if a repeat order is placed within Six months of the order.**

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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/119/2018-19/007 dated 14.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply & Installation of Curtains** as per specifications in Annexure A.

Name of the BIDDER \_\_\_\_\_

Signature of authorized person \_\_\_\_\_

Official seal of BIDDER