

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/122/2018-19/008	Date of Issue : 14/05/2018
	To reach us before: 24/05/2018; 06:00 PM At IIM Nagpur	Offer Valid upto : 3 months
	Date & time of opening of bid : 25.05.2018 at 3:30 PM	Issued by : Store & 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	Qty.	Unit	Unit Rate(Rs)	Total Amount (Rs)
1	Single Bed Mattresses for student's hostel rooms (<i>Details as per Annexure'A'</i>)	74	No.s		
		<u>GST % & Amount</u>			
Total Amount including Carting/Transport/Installation and all Taxes:					

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

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	Product Description	:	Single Bed Mattresses for students' hostel rooms
	Size	:	78 X 38 X 5 Inches
	Quantity	:	74
	Specifications	:	Thickness- 5 inches. Facility to use from both sides. Foam mattresses with High resilience Foam with top & bottom of 12 MM thickness of 18 foam density and middle layer of 40 foam density with knitted fabric of 180 GSM. Warranty preferably for 15 years (Sample available with the institute and vendors are expected to quote rates only after verifications of specifications)



Indicative Photograph

Vendors can visit IIM Nagpur premises to verify sample.
Vendor will have to submit sample for approval before issue of Supply Order.

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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. **Delivery Period:** All materials should be dispatched 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 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.
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. **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
8. **Contract:** Our Enquiry reference / Your offer / This purchase order / samples form part of this contract.
9. **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.
10. **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.

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11. **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.
12. **Payment:** Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
13. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill
14. **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 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.
15. **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.**

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/122/2018-19/008 dated 14.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply of Mattresses** as per specifications in Annexure A.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER