

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:	Enquiry Ref. No. IIMN/112/2018-19/019	Date of Issue : 28.06.2018
	To reach us before : 04.07.2018	Offer Valid upto : 3 months
	Date & time of opening of bid : 05.07.2018 at 03:30 PM	Issued by : Stores & Purchase Deptt.
Ph.No.:		
Email id :		

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	White Boards (Specifications as per Annexure'A')	05	No's		
2	Key Cabinet (Specifications as per Annexure'A')	01	No's		
		<u>GST % & Amount</u>			
Total Amount including Carting/Transport/Installation and all Taxes:					

Our delivery requirement : All items to be delivered, installed at IIM Nagpur within 1 week of the order.

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

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



Annexure'A'

Sr.No.1 White Boards

Quantity 05

Brand Alkosign make – Model No. ATRS 90120

Specifications: Dimensions –1200 x 900 mm

Double sided curved Astra aluminium section, dry wipe markers.

To be delivered and installed at IIM Nagpur

Sr.No.2 Key Cabinet

Quantity 1

Brand Alkosign make – Model No. ASKB 100

Specifications:

Steel Back Key cabinet for 100 keys

620 mm x 500 mm

To be delivered and installed at IIM Nagpur

Sign & Stamp of Bidder / Supplier

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



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.
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. **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.
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:** Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
12. **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.
13. **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

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



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/112/2018-19/019 dated 28.06.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply & Installation of White Boards & Key Cabinet** as per specifications in Annexure A.

Name of the BIDDER _____

Signature of authorized person _____

Official seal of BIDDER