

**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/145/2018-19/016	Date of Issue : 21.06.2018
	To reach us before : 28.06.2018 up to 06:00 PM	Offer Valid upto : 3 months
	Date & time of opening of bid : 29.06.2018 at 11:00 AM	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	I Card printer – Dual sided; colour with accessories as per Annexure'A' (Specifications as per Annexure'A') Please quote brand & model: _____	01	No's		
2	Shredder (Specifications as per Annexure'A') Please quote brand & model: _____	01	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 within 2 weeks 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. – 07030937782 / 07767018721 Email: procure@iimnagpur.ac.in

---



Annexure 'A'

**Sr.No.1** I card printer (with RFID option) with accessories as per details below

**Quantity** 1

**Specifications:** Preferred Brands: **evolis (Primacy), Zebra or equivalent**

### Printer

- Double side I card printer with option for printing RFID type smart cards or plain PVC cards.
- High definition Colour printing with 300 dpi photographic resolution
- Option for chip encoding
- USB enabled
- Wi-fi compatible
- **Integrated with excel based software** for Card designing and printing

Driver Installation and training to be provided.

### Accessories

**Full panel YMCKO ribbon Qty 01**

**PVC RFID cards Qty 250**

(Chip – TK4100, Working frequency 125 KHz, Dimensions – 54W x 86L x 0.76H mm)

**Card Holders Transparent, Plastic Qty 250**

To be delivered and installed at IIM Nagpur

**Sr.No.2** Shredder Machine

**Quantity** 1

**Specifications:** Preferred Brands: **Pilot 28 CC/ 35 SC, Infres or equivalent**

2 HP Heavy duty Shredder machine; steel body with trolley/ castor wheels for free movement;

Security level 2; Auto trip-off; emergency stop button;

feed intake width not less than 220 mm; basket capacity – 150 ltrs; cutting width less than 4 mm

forward and reverse cutting mechanism; can take staples, pins, clips, I cards

*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. – 07030937782 / 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. Purchase order may be given to multiple vendors as per the lowest rates quoted for each for each item.
3. **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.
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. 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. **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.

*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. – 07030937782 / 07767018721 Email: [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)

---



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

*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. – 07030937782 / 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/145/2018-19/016 dated 21.06.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply & Installation of Office Equipment** as per specifications in Annexure A.

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

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

Official seal of BIDDER