

## 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 / Bidder Firm's Address:  Ph.No.: Email id :	Enquiry Ref. No. <b>IIMN/115/2018-19/002</b>	Date of Issue : 09/04/2018
	To reach us before : 24/04/2018 ; 11:00 AM	Offer Valid upto : 3 months
	Date & time of opening of bid : 25.04.2018 at 11:00 AM	Issued by : Stores & Purchase Deptt., IIM Nagpur

We invite your Quotation for the work 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 per unit including courier, packaging charges	Amount
1	<b>Designing and Printing of Final Placement Brochure for 2017-19.</b> (Details as per Annexure 'A')	250	No.s		
2	<b>Designing and Printing of Summer Placement Brochure for 2018-20.</b> (Details as per Annexure 'A')	250	No.s		
				<b>GST</b>	
				<b>Total Amount</b>	

Total Amount in words - \_\_\_\_\_

Our delivery requirement : Printed copies to be delivered 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.

*Sign & Stamp of Bidder / Supplier*

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### Annexure 'A'

**Sr.No.1 Designing and Printing of Final Placement Brochure for 2017-18**

No. of Copies to be printed – 250 by 31<sup>st</sup> May 2018.

**Sr.No.2 Designing and Printing of Summer Placement Brochure for 2017-18**

No. of Copies to be printed – 250 by 1<sup>st</sup> July 2018

Bidder should send a sample of the proposed design for IIM Nagpur (soft copy only) of front page, back page and two inside pages appropriate for the institutes like IIM by email before the last date for evaluation. Also samples of similar previous work may be sent by email. This bid must be sent by courier to reach us before the last date. Proposed Design and Quoted rates will be considered for selection of firm.

Specifications as per table below.

<b>For Printed Brochure</b>	
Final Placement Brochure No. of pages - 40	Inside pages – 36 (inclusive of both sides printed) plus cover pages – 4 (Front & back)
Summer Placement Brochure No. of pages - 28	Inside pages – 24 (inclusive of both sides printed) plus cover pages – 4 (Front & back)
Type of pages to be used for printing	Inside page – 130 gsm Glossy paper ; Cover Page – 270 gsm Glossy paper
Size	8.5” x 11”
Type of Binding	Perfect
Photos & Content	Will be provided by IIMN
Printing	High Quality Multicoloured
<b>For eBrochure</b>	
Design requirements same as printed brochure	
Acceptable File extensions	<b>1.CDR or PSD 2. PDF</b>
The brochure will be uploaded on the institute website and sent by email. The designer should take care that the design is cross-browser and device compatible	

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Annexure'B'

### General Conditions for Bidders

1. Bidder must be a registered design firm.
2. Bidder should have relevant experience in similar work.
3. Delivery schedule: Delivery as per given schedule and specified in Purchase Order. Brochures to be delivered at IIM Nagpur.
4. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
5. Bill should be submitted in duplicate on complete execution of order only.
6. Payment: Payments will be made on full receipt of items and to the satisfaction of the purchaser.
7. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.
8. Bid should remain valid for a period of 3 months.
9. **The bidder must agree to supply the same items at the rates quoted in case the institute places a repeat order within 6 months of the first order.**
10. All the pages of this quotation should be signed and stamped by the vendor.

*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/115/2018-19/002 dated 09.04.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Designing & Printing of Placement Brochure** as per specifications in Annexure A.

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

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

Official seal of BIDDER