

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

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

Ph.No. – 07127102360 / 07127102358 Email: procure@iimnagpur.ac.in

Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/101/2018-19/013 dated 18/05/2018	Date of Issue: 18/05/2018
	Submission of quotation: on 29/05/18; by 6.00PM at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 30/05/2018 at 11.30 AM at IIM Nagpur	Issued by: Stores & Purchase Deptt.

We invite your Quotation for the item 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	Unit Rate(Rs)	Total Amount (Rs)
1	Supply and installation of Steel Almirah Specification as per Annex-A	60	No's		
		GST % & Amount			
Total Amount including Freight/Transit Insurance/Installation and all Taxes:					

Total Amount in Words:(_____)

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 **Steel Almira**

Quantity **60**

Dimension / Size 915 (W) X 480(D) X 1980(H) mm . Detailed Drawing and Indicative photograph attached as Appendix 1

Specifications:

1. Size of Almirah: 915 (W) X 480 (D) X 1980 (H) mm
2. Leg Size of Almirah: 150 (H) X 120 (W) X 450 (D) mm
3. Six lever lock and 2 sets of keys. To have central locking facility
4. Mirror on front door
5. One locker inside and one Hanger rod
6. The thickness of the Almirah sheet shall be 20 SWG.
7. The body of the Almirah shall be manufactured from cold rolled MS sheet (C. R. Sheet) with Antirust treatment and shall be finished with powder coating.
8. Powder coating of Approved colour.
9. The quality of used M.S sheet for making Almirah shall be free from any pitting and corrosion etc.
10. H/D Rubber bushes shall be provided to the bottom of legs
11. Sample as available at IIM Nagpur

Sign & Stamp of Bidder / Supplier

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Annexure B

General Conditions for Bidders

1. Bidder should be a registered manufacturer/authorised dealer/supplier. All items to be delivered at IIM Nagpur, VNIT campus.
2. Firm must have following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
 - (a) The applicant should be in good quality steel furniture business for a minimum period of THREE years as on 31.03.2017
(Please attached company incorporation or Relevant documentary evidences)
 - (b) PAN No.
 - (c) GST No.
3. The quantity may increase or decrease as per requirement and payment will be made as per actual supply of items on the rates quoted by your firm.
4. Delivery period: Delivery within 15 days of issue of Purchase Order. Items to be delivered at IIM Nagpur. Completion of delivery includes loading / unloading of goods at IIM Nagpur. No labour will be provided by IIM Nagpur.
5. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
6. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.
7. Warranty should be 1 year from the date of installation.
8. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
9. Bill should be submitted in duplicate on complete execution of order only
10. 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.

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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/101/2018-19/013 dated 14.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply & Installation of Equipment** as per specifications in Annexure A.

Name of the BIDDER _____

Signature of authorized person _____

Official seal of BIDDER

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Appendix 1

Indicative Photograph and Detailed Drawing



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