

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. IIMN/115/2017-18/011	Date of Issue : 19/12/2017
	To reach us before : 26/12/2017 ; 11:00 AM	Offer Valid upto : 1 month
	Date & time of opening of bid : 26.12.2017 at 03:00 PM	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		Please mention taxes / delivery charges & other if any	Amount	
				With Centre Stitch Binding	With Perfect Binding		With Centre Stitch Binding	With Perfect Binding
1	Printing of Annual Report for 2015-16 (Details as per Annexure 'A')	100	No.s					
2	Printing of Annual Report for 2016-17 (Details as per Annexure 'A')	100	No.s					

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 **Printing of Annual Report for 2015-16** including DTP work, Layout designing, printing and binding
No. of Copies – 100
Approximate No. of pages (Front & Back printing) – 40 -50
Specifications as given below.

Sr.No.2 **Printing of Annual Report for 2016-17** including DTP work, Layout designing, printing and binding
No. of Copies – 100
Approximate No. of pages (Front & Back printing) – 50 -60
Specifications as given below.

Bidders should quote rates for Centre Stitch as well as Perfect binding.

The institute will decide any one type of binding to be ordered.

Layout design will be approved by the institute authority before printing. Content for Annual Report in English, Hindi and photographs will be provided by the institute.

Specifications:

Size	A4
Paper (Internal Pages)	130 gsm matt finish art paper
Paper (Cover pages)	300 gsm matt art card with thermal matt lamination
Printing	High Quality Multicoloured

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Annexure 'B'

General Conditions for Bidders

1. Bidder must be a registered firm.
2. Bidder should have relevant experience in similar work.
3. **Delivery schedule: Delivery within 1 week of issue of Purchase Order.** Items to be delivered at IIM Nagpur.
4. **Bids must be submitted for all items.** Partially quoted bids will be rejected.
5. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
6. Bill should be submitted in duplicate on complete execution of order only.
7. Payment: Payments will be made on full receipt of items and to the satisfaction of the purchaser.
8. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill.
9. Bid should remain valid for a period of 1 month.
10. **The bidder must agree to supply the same items at the rates quoted in case the institute places a repeat order within 1 month of the first order.**
11. 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 (in Block letters)

(b) Status of the bidder (Proprietorship/Partnership)

(c) Name of Proprietor/Partners

2. Postal Address

3. Telephone No.

4. E-mail address

5. Name of the Banker, Branch Name & address

(for e-payment purpose)

6. PAN (Enclose self-attested photocopy)

7. GST No.

8. Any other Relevant Information

(e.g. Number of Years of Experience in similar line of business)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this quotation as stipulated in the tender notice No IIMN/115/2017-18/011 dated 19.12.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for "Printing of Annual Report" as per specifications in Annexure 'A'

Name of the BIDDER _____

Signature _____

Date _____

Official seal of BIDDER _____