



IIM NAGPUR

भारतीय प्रबंध संशोधन नागपुर
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

IT Department, IIM Nagpur, VNIT campus,

South Ambazari Road, Nagpur – 440010

Ph.No. – 7127102344 Email: itoffice@iimnagpur.ac.in

Invitation to Offer

Suppliers Address:	Enquiry Ref. No. IIMN/2018-19/IT/018	Date of Issue: 25/10/2018
Ph.No.:	To reach us before: 5/11/2018; 3:00 PM	Offer Valid up to: 6 Months
Email id :	Date & time of opening of bid: 05/11/2018; 3:30 PM at IIMN	Issued by: IT Department IIM Nagpur

We invite your Quotation for the purchase of 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	Unit	Qty (A)	Rate/Unit (B)	GST/Other Taxes if any (C)	Total (A*B+C)
1	English to Hindi Conversion of IIM Nagpur website content at IIM Nagpur.	word	Approx. 42000			
	Discount if any					
	Add Transport/Installation Charges etc if any					
	Grand Total					

Total Price (in words) Rupees _____





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Appx 'A'

Technical Details: English to Hindi Conversion of IIM Nagpur website content at IIM Nagpur.

The link of the IIM Nagpur website is as follows,
www.iimnagpur.ac.in.

The approx. no of words are 42000 (in words Forty Two Thousand).
The following page should be converted to Hindi as a specimen copy.
It is compulsory to submit the conversion page along with the bid, Otherwise, the bid will be rejected.
The external website linked to IIMN website should not consider for Hindi conversion.





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Specimen Page:

What is the first thing that generally comes to our minds when we refer to a developed country? A clean city, high-rise buildings, skyscrapers, technological advancement and a fast life? Well, Japan encompasses all of these and many more which make it unique in itself.

People often say that the population explosion in India is the main reason for providing friction to its development. A visit to Japan proved how futile an argument it is. Congestion in Tokyo roads during office time is comparable to any other Indian megacities. But still, they manage to be on time (where punctuality goes in seconds). What are the reasons behind it? Is it only because of advanced technology? Well not. Strict discipline and adherence to rules shown as a collective unit are equally responsible for increasing the quality of public service and in a way normalize the civil behaviour shown in public. One such example is when people go for an escalator, it is an untold rule to stand on the left side so that the ones who are really in a hurry can take the right side of the escalator and climb at the same time the escalator is moving. There is a structure to the construction of stations and simply following the directions and rules ensures that the mass reaches their destinations on time. Japan is no doubt a unique example where implementation of technology is properly synchronized with human nature so as to make people follow a standardized procedure in the day to day activities of life and reap benefits from it as a whole.

The emergence of private powerhouses of the likes of Toyota and Nissan in the automobile industry to the likes of Seven Eleven are shining examples of standardization and the amount of research, detailing and the sensitive thinking of human behaviour that goes at the backend before a product is launched. For example, certain products of Seven-Eleven, which are meant for immediate consumption are packaged in a way where the mouth of the opener is of the proper measurements (obtained through research) so that the consumers do not have a spill over when they consume the product. Another example in the form of Toyota where the standardization of several activities in an assembly has reached such a height that the time taken for the production of two units from the welding area in a pipeline is as less as 150 seconds.

The organizational structure and its nature of most of the companies in Japan are vastly a traditional one, where the attrition rate of an organization is pretty low with respect to other nations in the west. People generally prefer to stay in one organization for a lifetime and loyalty towards an organization is seen as a positive characteristic to have. However, this is changing with the emergence of new age organizations in the form of Rakuten and especially when Japan is undergoing a severe crunch in human resource and they had to open doors to other countries to enrich their human strength.

On a larger picture, Japan has the solution for many problems that India is undergoing presently and with India having a large repository of young human resource, an effective symbiotic relationship between the two nations might be a reality in the recent future.





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Appx 'B'

General Conditions and Instruction for Bidders

1. Bidder must have experience of English to Hindi conversion. All documents to be delivered at IIM-Nagpur campus at VNIT, Nagpur.
2. The bidders should attach the copy of Hindi conversion of given page.
3. The bidder must be aware that if the specification of their offered model does not meet with minimum specifications required mentioned in Appx. A shall out rightly be rejected.
4. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
5. Delivery schedule: All deliveries of items will be within **21 days** on issue of purchase order with one-week grace period at the discretion of purchaser. Delivery shall be considered complete when full quantities of all items are in fully functional condition duly installed, tested and commissioned at designated delivery location(s). Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of purchase order per day s.j. to maximum 15%. Further delay beyond 15 days from the scheduled delivery date shall liable the order to be cancelled without further notice to the vendor.
6. Bill should be submitted in duplicate on complete execution of order duly certified by Institute's authorized representative in respect of complete installation and making all the units fully functional.
7. Payment schedule: Payments will be made on receipt of complete tax invoice and installation of items in fully serviceable condition to the entire satisfaction of the purchaser.
8. **The repeat order can be placed within 6 months and the price will be considered per word quoted in the same quotation.**
9. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill [PI. enclose a cancelled Cheque in the bidder name].
10. The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [PI. enclose current valid copy of the documents].
11. Legible copy of all documentary evidence for all supporting documents wherever required should be submitted with the quotation duly stamped and signed by the bidder.
12. **The bidders must submit all the pages of this 'Invitation to Offer' duly signed and stamped as a token of acceptance of the terms and condition of this offer without which the offer shall be rejected.**





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ANNEXURE – C

PARTICULARS OF BIDDER

“Tender for English to Hindi Conversion of IIM Nagpur website content at IIM Nagpur.”.

IIMN/2018-19/IT/018

dated 25.10.2018

1. Name of the bidder

(a) Trade Name (in Block letters)

(b) Status of the bidder

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

(in Block letters)

2. Postal Address

3. Telephone No.

4. E-mail / Website address (if available)

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees

(b) EMD

(c) MSME/NSIC Regn. No. (if applicable)

(Enclose self-attested photocopy)

6. Name of the Banker, Branch Name & address

(in Block letters) (for e-payment purpose)

7. PAN (Enclose self-attested photocopy)





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8. VAT No. (if applicable) (Enclose self-attested photocopy) _____

9. Service Tax No. (if applicable) (Enclose self-attested photocopy) _____

10. Trade License/Business License/CIN (if applicable)
(Enclose self-attested photocopy) _____

11. Lab. Licence/EPE/ESIC Reg. No. (if applicable)
(Enclose self-attested photocopy) _____

12. Any other Relevant Information

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No: IIMN/2018-19/IT/018 dated 25.10.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for tender for **English to Hindi Conversion of IIM Nagpur website content at IIM Nagpur.**

Signature _____

Name of the **BIDDER** _____

Official seal of **BIDDER** _____

Date _____

