



INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

IT Department, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010
Ph.No. – 07127102344 Email: itoffice@iimnagpur.ac.in

Invitation to Offer

Suppliers Address:	Enquiry Ref. No. IIMN/2018-19/IT/014	Date of Issue: 12/09/2018
Ph.No.:	To reach us before: 18/09/2018; 3:00 PM	Offer Valid up to: 6 Months
Email id :	Date & time of opening of bid: 18/09/2018; 3:30 PM at IIMN	Issued by: ICT Department IIM Nagpur

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 IT Item	Unit	Qty (A)	Unit Rate (B)	GST/Taxes (C)	Transport/Installation Charges if any(D)	Total Cost per Year in Rs (A*B+C+D)
1	Purchase of Kaspersky Total Security Multi device (5 user) Antivirus license One Year subscription	Nos	13				
Grand Total							

Total Price (in words) Rupees _____





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Appx 'A'

1) Purchase of Kaspersky Total Security Multi device (5 user) Antivirus license One Year Subscription

Qty: 13 (5 User license pack)

Technical specification:

- Protects 'digital life' from Internet risks
- Secures PCs, Mac computers & Android devices
- Safeguards privacy and identity
- Adds security for online banking & shopping
- Manages all passwords for apps & websites
- Protects photos, music and confidential files
- Delivers security without slowing down the PC
- Simplifies security management for all devices
- Latest Version



Appx 'B'**General Conditions and Instruction for Bidders**

1. Please mention the enquiry no., name of equipment and due date on the top of the envelope.
2. The offer must be submitted in Single Bid. Tender/quotations should be submitted to ICT Office, NAP 01, Building A IIM Nagpur, VNIT Campus OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to IT Office, NAP 01, Building A IIM Nagpur, VNIT Campus, South Ambazari Road Nagpur 440010 on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.
3. The bidders must submit the hardcopy in a sealed envelope of 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.
4. The email offer will be rejected.
5. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
6. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
7. 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.
8. **Payment schedule:** Payments will be made quarterly after submission of the invoice in advance and the payment of migration will be done after the work completion.
9. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill [Pl. enclose a cancelled cheque in the bidders name].
10. The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [Pl. 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. For any dispute, the place of jurisdiction shall be Nagpur, India only.
13. Any misleading information, whether intentional or unintentional will lead to disqualification.





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ANNEXURE – C
PARTICULARS OF BIDDER

“Tender for Purchase of Kaspersky Total Security Multi device (5 user) Antivirus license One Year Subscription”

IIMN/2017-18/IT/014

dated 12.09.2018

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)

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





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

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

11. 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/2017-18/IT/014 dated 12.09.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Purchase of Kaspersky Total Security Multi device (5 user) Antivirus license One Year Subscription**

Date: _____

Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

