

Invitation to Offer

Suppliers Address:	Enquiry Ref. No. IIMN/2018-19/IT/16	Date of Issue :04-10-2018
Ph.No.:	To reach us before : 15-10-2018 3:00 PM at IIM Nagpur	Offer Valid up to : 6 Month
Email id :	Date & time of opening of bid :15-10-2018 3:30PM at IIM Nagpur	Issued by : IT 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'.

SrNo	Product Name	QTY	Unit Rate	Amount	GST/Taxes, Installation Charges etc	Total
01	OfficeStd SNGL LicSAPk OLP NL Acdmc	50				
Grand Total						
In Word:						



Appx A

Product Details: Supplying, installation, testing and commissioning of Microsoft Office 2019 perpetual Licenses

QTY: 50

Technical Details:

SrNo	Product Name	QTY
01	OfficeStd SINGL LicSAPk OLP NL Acdmc	50

- MS office will include Word, Excel, Power point etc.
- It will be the perpetual licenses and it will be upgradable free of cost to the higher version which could be released within two years.
- Software upgradation assurance will be for two years.



Appx 'B'General Conditions and Instruction for Bidders

1. Bidder must be authorized enlisted supplier/distributor of designated brand. All items to be delivered at IIM-Nagpur campus at VNIT, Nagpur. [Pl. enclose current (not older than 06 months) valid authorization certificate of the OEM].
2. Tender fee is waived.
3. Specification and Make: Bid should be given for the exact specification and make as shown in the tender enquiry against Sr. No. of the item / good/Software. The bid which is not as per our tender enquiry will be treated as non responsive.
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 **Three weeks** 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. 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].
9. 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].
10. 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.
11. Director, IIM Nagpur reserves the right to accept or reject or cancel any or all enquires or bids/PO at any stage without assigning any reason thereof.
12. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only
13. 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.



INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

IT Department, IIM Nagpur, VNIT campus,

South Ambazari Road, Nagpur – 440010

Ph.No. – 07767014302 Email: procure@iimnagpur.ac.in



ANNEXURE – C
PARTICULARS OF BIDDER

"Tender for Purchase of MS office 2019 perpetual licenses QTY 50 at IIM Nagpur, VNIT Campus."

IIMN/2018-19/IT/016

dated 04.10.2019

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)



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7. PAN (Enclose self-attested photocopy) _____

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/EPF/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/016 dated 04.10.2018 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Purchase of MS Office 2019 perpetual licenses QTY 50 at IIM Nagpur, VNIT Campus.**

Date _____ Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

