

Invitation to Offer

Suppliers Address:	Enquiry Ref. No. IIMN/2018-19/IT/012	Date of Issue: 05/09/2018
Ph.No.:	To reach us before: 12/09/2018; 3:00 PM	Offer Valid up to: 6 Months
Email id :	Date & time of opening of bid: 12/09/2018; 3:30 PM at IIMN	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'.

Sr. no	Description of IT Item	Unit	Qty (A)	Rate/Unit (B)	GST/Taxes (C)	Transport/Installation Charges if any(D)	Total (A*B+C+D)
1	Monitor HD Display 21.5"-22" in HP or dell. Technical Details and Product description as per Appx 'A'	Nos.	20				
2	Wireless Keyboard & Mouse make HP or Dell	Nos	25				
Grand Total							

Total Price (in words) Rupees _____





INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

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

Appx 'A'

Technical Specifications:

1) Monitor HD Display:

Product Description: Monitor HD Display make HP or Dell

Qty: 20 Nos

Details:

Kindly specify Make & Model Quoted: _____

Mention the specification satisfied by quoted model as an attached hard copy.

Technical Specification: Full HD Monitor Display 21.5" -22", HDMI & VGA port for display, warranty 3 Years

2) Keyboard & Mouse:

Product Description: Keyboard & Mouse make HP or Dell

Qty: 25 Nos

Details:

Kindly specify Make & Model Quoted: _____



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.
2. 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.
3. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
4. **Delivery schedule:** All deliveries of items will be within **21days** 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.
5. 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.
6. **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.
7. 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].
8. 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].
9. 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.
10. 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.





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ANNEXURE – C
PARTICULARS OF BIDDER

“Tender for Purchase of Monitor HD Display and Keyboard & Mouse at IIM Nagpur, VNIT Campus.”

IIMN/2017-18/IT/012

dated 05.09.2018

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)





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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/2017-18/IT/012 dated 05.09.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Purchase of Monitor HD**

Display and Keyboard & Mouse at IIM Nagpur, VNIT Campus.

Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

Date _____

