

**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/015	Date of Issue: 28/09/2018
Ph.No.:	To reach us before: 05/10/2018; 3:00 PM	Offer Valid up to: 6 Months
Email id :	Date & time of opening of bid: 05/10/2018; 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 Item	Unit	Qty (A)	Rate/Unit (B)	GST/Other Taxes if any	Total (A*B)
1	<b>Purchase of HP Cartridge no. 30A (B)</b> Technical details and product description as per Appx. 'A'	-	05			
2	<b>Purchase of HP Cartridge no. 388A (B)</b> Technical details and product description as per Appx. 'A'	-	03			
3	<b>Purchase of Brother Cartridge No. TN-3448 (B)</b> Technical details and product description as per Appx. 'A'	-	03			
	<b>Discount if any</b>					
	<b>Add Transport/Installation Charges etc if any</b>					
	<b>Add any other taxes</b>					
	<b>Grand Total</b>					

Total Price (in words) Rupees \_\_\_\_\_



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Appx 'A'

## Technical Details:

**1) Product Description:** HP Cartridge no.30A (printer model HP B/W LaserJet Pro MFP M227 FDW).  
**Quantity Required:** 05 Nos.

### Details:

Color(s) of printing supplies Black  
Print technology Laser  
Page yield (black and white) 1,600 pages  
Package dimensions (W x D x H) 358 x 108 x 135 mm  
Package weight 0.49 kg

**2) Product Description:** HP Cartridge no. 388A(B) (printer model HP B/W LaserJet Pro MFP M226DW).  
**Quantity Required:** 03 Nos.

### Details:

Color(s) of printing supplies Black  
Print technology Laser  
Page yield (black and white) 1,500 pages  
Package dimensions (W x D x H) 375 x 113 x 125 mm  
Package weight 0.8 kg

**3) Product Description:** Brother Cartridge no. TN-3448(B) (printer model Brother B/W Printer MFC L5900DW).  
**Quantity Required:** 03 Nos.

### Details:

Color(s) of printing supplies Black  
Print technology Laser  
Page yield (black and white) 8,000 pages  
Package dimensions (W x D x H) 362 x 258 x 150 mm  
Package weight 1.25 kg



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### Appx 'B'

#### General Conditions and Instruction for Bidders

1. Bidder must be enlisted supplier/distributor/dealer 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 **15days** 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. **The repeat order can be placed within 6 months the price ruling on date of dispatch.**
8. **The manufacturing date should not exceed above 4 months on the date of delivery.**
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 Purchase of HP Cartridge no.30A(B) QTY-05, Cartridge no.388A(B) QTY-03 and Brother Cartridge no. TN-3448(B) QTY-03”.  
IIMN/2018-19/IT/015 dated 28.09.2018

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)



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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/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/015 dated 28.09.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Purchase of HP Cartridge**

**no.30A (B) QTY-05, Cartridge no.388A (B) QTY-03 and Brother Cartridge no. TN-3428(B) QTY-03.**

Signature \_\_\_\_\_

Name of the BIDDER \_\_\_\_\_

Official seal of BIDDER \_\_\_\_\_

Date \_\_\_\_\_

