



**IIM NAGPUR**  
भारतीय प्रबंध संशोधन संस्थान  
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/19	Date of Issue :05-11-2018
Ph.No.:	To reach us before : 16-11-2018 3:00 PM at IIM Nagpur	Offer Valid up to : 6 Month
Email id :	Date & time of opening of bid :16-11-2018 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	GST/Taxes, Installation Charges etc	Total
01	Office 365 A3 for faculty HSN/SAC code 9973	10			
02	Office 365 A3 for student use benefits HSN/SAC code 9973	150			
<b>Grand Total with GST</b>					





**IIM NAGPUR**  
सत्यमेव जयते  
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

Appx A

**Product Details: Supplying, installation, testing and commissioning of Microsoft Office 365 A3 for faculty member and students**

QTY: 10 for faculty member and 150 for students

Technical Details:

Sr No	Item Description	QTY
1	Office 365 A3 for faculty HSN/SAC code 9973	10
2	Office 365 A3 for student use benefits HSN/SAC code 9973	150





**IIM NAGPUR**  
भारतीय प्रबंधन संस्थान नागपुर  
Indian Institute of Management Nagpur

**INDIAN INSTITUTE OF MANAGEMENT, NAGPUR**

IT Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph.No. – 71227102344 Email: itoffice@iimnagpur.ac.in

**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.
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 reachable at IIM Nagpur, VNIT Campus South Ambazari Road Nagpur 440010 before due date 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  
भारतीय प्रबंध विद्यापीठ 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

**ANNEXURE – C**  
**PARTICULARS OF BIDDER**

**"Tender for Supplying, installation, testing and commissioning of Microsoft Office 365 A3 for faculty members and students QTY 10 for faculty members and 150 for students at IIM Nagpur, VNIT Campus."**

IIMN/2018-19/IT/019

1. Name of the bidder

dated 05.11.2019

(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) EMID

(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)





**IIM NAGPUR**  
भारतीय प्रबंध विद्यापीठ 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](mailto:itoffice@iimnagpur.ac.in)

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/019 dated 05.11.2018 Accordingly, I/we accept the terms and conditions and hereby offer the rates **Supplying, installation, testing and commissioning of Microsoft Office 365 A3 for faculty and students at IIM Nagpur, VNIT Campus.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

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



