



**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

**Invitation to Offer**

Suppliers Address:	Enquiry Ref. No. IIMN/2018-19/IT/023	Date of Issue: 06/02/2019
	To reach us before: 15/02/2019; 3:00 PM	Offer Valid up to: 6 Months
	Date & time of opening of bid: 15/02/2019; 3:30 PM at IIMN	Issued by: IT Department, IIM Nagpur

Ph.No.:  
Email id :

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/Year (B)	Total (A*B)
1	Hiring a service of Black & White Printer on rent (Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features) Technical details and product description as per Appx. 'A'	Nos.	01		
	Discount if any				
	Add GST				
	Add Transport/Installation Charges etc if any				
	Add any other taxes				
	Grand Total				

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





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**Appx 'A'**

**Product Description:** Hiring a service of Black & White Printer on rent (Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features) for one year extendable to two more years depending upon the satisfactory performance.

**Quantity Required:** 01 No.

**Technical Details:** Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features

A3 Size basic digital copier, network printer, network scanner machine, scan to email, scan to usb feature, Direct USB print feature, speed: 55CPM/PPM, memory 3GB RAM, Hard disk 250 GB std TFT LCD WSVGA colour touch panel, paper capacity:4200 sheets (2x1500 sheets, 2x550 sheets, 1x100 sheets by pass tray) Printer Resolution 1200x1200dpi

Enlargement Reduction :25%-400% Duplex: Printing, DADF (Duplex Automatic Document Feeder) scanning and copying

**Booklet Finisher:** Collating, grouping, Stapling (Corner/Double/Booklet), and saddle folding options, ECO-Stapler, Stapler on demand.

**Voltage stabilizer:** 2KVA

**Points to be noted:**

1. No manpower is needed
2. Paper RIM will be IIMN's responsibility
3. If any issue persists in the system it should be resolved within 1-2 hours otherwise alternate machine with same features to be provided so that work should not suffer.
4. The service can be terminated with one month notice period with mutual concern for any valid reason.
5. Prints volume per year will be approx. 150000-200000 papers
6. The cartridge will be the supplier's responsibility. IIMN will not charge separately for cartridges.





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**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. 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 **30 days** 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 done on quarterly basis after producing the invoice.
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 bidder's 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 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**

**“Hiring a service of Black & White Printer on rent (Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features) QTY 01”.**

IIMN/2018-19/IT/023

dated 06.02.2019

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)
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. License /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/023 dated 06.02.2019 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Hiring a service of Black & White Printer on rent (Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features)** QTY 01

Signature \_\_\_\_\_

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

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

Date \_\_\_\_\_



