



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

ICT Department, IIM Nagpur, VNIT Campus,
South Ambazari Road, Nagpur – 440010

Phone No. – 7127102344

Email: itoffice@iimnagpur.ac.in

Website: www.iimnagpur.ac.in

Invitation to Offer

Suppliers Address: Ph.No.: Email id :	Enquiry Ref. No. IIMN/2019-20/ICT/012	Date of Issue: 05/11/2019
	To reach us before: 14/11/2019; 3:00 PM	Offer Valid up to: 6 Months
	Date & time of opening of bid: 14/11/2019; 3:30 PM at IIMN	Issued by: ICT 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'.

SN	Product Description	Unit	Qty (A)	Rate/Unit (B)	GST/Taxes (C)	Total Price (A*(B+C))
1	Office 365 A3 for Faculty HSN/SAC Code 9973	NOS	10			
2	Office 365 A3 for Student use benefits HSN/SAC Code 9973	NOS	150			
	Discount if any					
	Add any other Taxes					
	Grand Total					
	In Words:					





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Appx 'A'

Product Details: Supply, installation, testing and commissioning of Microsoft Office 365 A3 License Renewal (HSN/SAC Code 9973) for faculty member and students at IIM Nagpur

QTY: 10 for faculty member and 150 for students

Technical specification:

Sr. No.	Item Description	QTY
1	Office 365 A3 for faculty (HSN/SAC Code 9973)	10
2	Office 365 A3 for students (HSN/SAC Code 9973)	150





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Appx 'B'

General Conditions and Instruction for Bidders

1. Bidder must be enlisted dealer/channel partners/distributor of designated brand of Microsoft. Please enclose the authorization certificate from the OEM in favor of IIM Nagpur for the specified item in Appx A from the Microsoft.
2. All items to be delivered at IIM-Nagpur campus at VNIT, Nagpur.
3. 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.
4. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
5. **Delivery and installation schedule:** All deliveries of items will be within four 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 bidder's 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. 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.
12. EMD & Tender Fee is waved off.
13. Security deposit/ performance guarantee is waved off.





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ANNEXURE – C
PARTICULARS OF BIDDER

“Tender for Supply, installation, testing and commissioning of Microsoft Office 365 A3 License Renewal (HSN/SAC Code 9973) for faculty member and students at IIM Nagpur”.

IIMN/2019-20/ICT/012

dated 05/11/2019

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)





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(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)

8. VAT No. (if applicable) (Enclose self-attested photocopy)

9. GST 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/2019-20/ICT/012 dated 05/11/2019 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply, installation, testing and commissioning of Microsoft Office 365 A3 License Renewal (HSN/SAC Code 9973) for faculty member and students at IIM Nagpur.**

Signature

Name of the BIDDER

Official seal of BIDDER

Date

