

## INDIAN INSTITUTE OF MANAGEMENT NAGPUR

Communication & Media Cell, IIM Nagpur, VNIT campus,

South Ambazari Road, Nagpur – 440010

Ph.No. – 07127102397 Email: comn\_office@iimnagpur.ac.in

www.iimnagpur.ac.in



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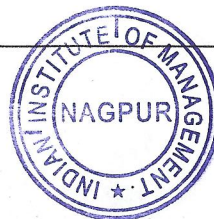
### Invitation to Offer

Name of bidder & Address:  Ph. No.: Email id:	Inquiry Ref. No. IIMN/CMC/2019-20/002	Date of Issue: 02/12/2019
	Submission of quotation: on 09/12/19; by 6.00 PM at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 10/12/2019 at 12.30 PM	Issued by: Communication and Media Cell

We invite your Quotation for the item 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 Annexures A & B

Sr. no	Description of Item	Quantity	Rate per unit	Total Amount (Rs)
1	<b>Printing of Year Planner</b> (Details as per Annexure A)	210		
2	<b>Printing of Desk Calendar</b> (Details as per Annexure A)	350		
	<b><u>GST % &amp; Amount</u></b>			
<b>Delivery charges</b>				
<b>Total Amount (including delivery charges and all taxes)</b>				

Total Amount in Words: \_\_\_\_\_



*Sign and stamp of the bidder*

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### Annexure A

#### Detailed Scope of Work

##### Specifications:

	For Yearly Planner	For Desk Calendars
Quantity	210	350
No. of leaves	20 – Two pages per month (Jan.2020 to March 2021) printed on both sides	6 – One page per month printed on both sides
Size in inches	8.5 x 11.5	7 x 9
Type of pages	Cover on 300 GSM art card with matte lamination (Thermal) Inner 40 pages Two-Colour Printing on 90 GSM maplitho paper.	250 GSM aqueous coating
Type of Binding	Centre Pinning	Wiro
Photos	Will be provided by IIMN	Will be provided by IIMN
Design	Will be provided by IIMN	
Printing	High Quality Multicoloured	





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### Annexure B

#### General Conditions for Bidders

1. Bidder must be a registered printing firm with capacity of all types of bulk printing. (Please attach Registration certificate)
2. Bidder should have relevant experience in similar work.
3. Delivery schedule: The printed copies should be delivered at IIM Nagpur within 10 days of issue of Supply Order.
4. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
5. Bill should be submitted in duplicate on complete execution of order only.
6. Payment: Payments will be made on full receipt of items and to the 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.
8. Bid should remain valid for a period of 3 months.
9. **The bidder must agree to supply the same items at the rates quoted in case the institute places a repeat order within 6 months of the first order.**
10. All the pages of this quotation should be signed and stamped by the vendor.



*Sign & Stamp of Bidder / Supplier*

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## Annexure C

### PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/as stipulated in the enquiry No IIMN/CMC/2019-20/002 dated 02.12.2019. Accordingly, I/we accept the terms and conditions and hereby offer the rates for **Printing of Year Planner and Desk Calendar** as per specifications in Annexure A.

Name of the BIDDER

Signature of authorized person

\_\_\_\_\_

Official seal of BIDDER