

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010, [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)  
Ph. No. – 07127102396 / 07127102358 Email: [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)



### Invitation to Offer

Name of bidder & Address:  Ph. No.: Email id:	Inquiry Ref. No: - IIMN/115/2020-21/03	Date of Issue 15.05.2020
	Submission of e-Quotation (password protected Zip folder): Before 26.05.2020; by 11.00 AM by email on <b><a href="mailto:purchase@iimnagpur.ac.in">purchase@iimnagpur.ac.in</a></b> .	Offer Valid up to 6 Months
	Date & time of opening of Quotation/Bid: on 26.05.2020; at 2.00 PM at IIM Nagpur Office. Password for the folder to be given by bidders on request.	Issued by:  Stores & Purchase Deptt.

We invite your e-Quotation for the item mentioned below. Please submit the Quotation enquiry and Annexure C, duly filled in all respects, in a **password Protected Zip Folder to [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)** before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexure B

Sr. no	Description of Item	Qty.	Unit	Unit Rate(Rs)	Total Amount (Rs)
1	<b>Printing of Placement Brochure with envelope.</b> <b>The e-copy will be provided to the selected bidder.</b> (Details as per Annexure 'A')	250	Nos		
				<b>GST % &amp; Amount</b>	
<b>Total Amount including delivery and taxes:</b>					

**Total Amount in Words:( \_\_\_\_\_ )**

Payment terms: After delivery on submission of Tax Invoice by NEFT /RTGS

Delivery period: within 15 days from the date of award of Purchase Order. **Considering the restrictions on work and services due to COVID-19, bidders should bid only if they will be able to supply the material within the delivery period.**

Note: IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations at any time without assigning any reasons thereof.

*Sign & Stamp of Bidder / Supplier*

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph. No. – 07127102396 / 07127102358 Email: purchase@iimnagpur.ac.in



IIM NAGPUR

### Annexure 'A'

#### **Sr.No.1 Printing of Final Placement Brochure.**

**Final Placement Brochure to be printed and delivered at IIM Nagpur, VNIT Campus Nagpur as per below specifications**

<b>Specification</b>	
Brochure - No. of pages: 64-68	Inside pages – 65 to 70 (inclusive of both sides printed) plus cover pages – 4 (Front & back)
Type of pages to be used for printing	Inside page – 170 gsm Matte art paper; Cover Page – 300 gsm Imported Natural Evolution paper Matte art board with Matt Lamination or 280 gsm Textured board with Online coating
Size	8.8" x 12"
Type of Binding	Perfect PUR Binding
Designed e-copy	Will be provided by IIMN
Printing	High Quality Multicolored Printing
Envelope Size	9.5"x12.5" 170 gsm Matte art paper High Quality Multicolored Printing – design will be provided by IIM N.
Note :	PDF copy of last years' Brochure is attached with this tender as sample. Actual brochure for this year will vary in design and No of pages.

*Sign & Stamp of Bidder / Supplier*

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph. No. – 07127102396 / 07127102358 Email: purchase@iimnagpur.ac.in



### Annexure B

#### General Conditions for Bidders

1. Bidder should be a registered firm with experience in printing business. All items to be delivered at IIM Nagpur, VNIT campus. Delivery of the material on time is of importance and therefore bidders should consider their delivery capacity to IIM Nagpur before submitting the bids.
2. Firm must have following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
  - (a) The applicant should be in good quality business in category of printing for a minimum period of THREE years as on 31.03.2020 (Please attach company incorporation or Relevant documentary evidences)
  - (b) PAN No., GST No.
3. The quantity may increase or decrease as per requirement and payment will be made as per actual supply of items on the rates quoted by your firm. Similar work can be awarded on the same same rate or rates on pro-rata basis in next 1 year.
4. Specifications: All materials and goods shall be, in every respect equal to description, specifications and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to purchaser's inspection and approval.
5. Delivery period: Delivery within 15 days of issue of Purchase Order or as mentioned in PO. Items to be delivered at IIM Nagpur. Completion of delivery includes loading / unloading of goods at IIM Nagpur. No labour will be provided by IIM Nagpur. If not delivered L.D. charges will be applicable as 1% of the contract amount per week.
6. Price: Price quoted by supplier should be inclusive of all taxes and duties, transport, installation etc. and accepted by the Institute are final and no deviation therefrom will be accepted without the Institute's specific agreement in writing
7. Payment: Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser.
8. Submit Bank account details along with the bill for payments by NEFT / RTGS or mention the same in the bill.
9. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
10. Bill should be submitted in duplicate on complete execution of order only.
11. 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.

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph. No. – 07127102396 / 07127102358 Email: [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)



### **Process for Bid Submission and Evaluation (since the courier services are disrupted due to lockdown).**

1. All Bidders have to download this Blank Quotation Enquiry from [www.iimnagpur.ac.in/tenders](http://www.iimnagpur.ac.in/tenders) Portal.
2. Bidders have to fill the details by printing document or Converting document for PDF to Word.
3. Sign and stamp on each page. Convert the filled Quotation Enquiry to PDF form.
4. Make a Zip folder of Filled Quotation enquiry and attached documents and protect it with a password. (Please do not share the password.)
5. Mail Zip file to [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in).
6. Invitation for opening of bids will be sent to bidders. Bids collected from all vendors will be opened on the date and time mentioned, on Zoom call or any other online meeting portal.
7. All bidders will be asked /mail Password of the Zip folder live.
8. Opening of Prices quoted in Quotation Enquiry will be announced live and further evaluation of the bid will be done later. PO will be awarded to qualified and lowest bidder.

*Sign & Stamp of Bidder / Supplier*

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph. No. – 07127102396 / 07127102358 Email: purchase@iimnagpur.ac.in



IIM NAGPUR

### 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/115/2020-21/03 dated 15.05.2020 accordingly I/ we accept the terms and conditions and hereby offer the rates for **Printing of Placement Brochure** as per specifications in Annexure A.

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

Signature of authorized person \_\_\_\_\_

Official seal of BIDDER