

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, I I M Nagpur, MIHAN campus,
Sector 20, MIHAN Nagpur – 441108

Ph. No. – 7875832307 / 7030937782 Email: purchase@iimnagpur.ac.in



IIM NAGPUR

Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/144/2021-22/18	Date of Issue: 04/03/2022
	Submission of quotation: on 16/03/2022; by 3.00 PM at IIM Nagpur Office.	Offer Valid up to 6 Months
	Date & time of opening of Quotation/Bid: on 16/03/2022 at 3.30 PM	Issued by: Stores & Purchase deptt.

We invite your Quotation for the item mentioned below. Please return this form and Annexure C, duly filled in all respects with all relevant documents 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 Annexure B.

Sr. no	Description of Item	Qty.	Unit	Unit Rate(Rs)	Total Amount (Rs)
1	Supply of customized fabricated blocks for stage as per specifications given in Annexure A. 1200 mm x 1200 mm x 900 mm	60	No's		
2	Supply of customized fabricated blocks for stage as per specifications given in Annexure A. 1200 mm x 900 mm x 900 mm	10	No's		
3	Stairs - as per specifications given in Annexure A	4	No's		
				Total	
				GST % & Amount	
Total Amount including Freight/Transit Insurance/Installation and all Taxes:					

Total Amount in Words:(_____)

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

Delivery period : within 2 weeks from the date of award of contract or PO.

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.

Work will be awarded to the lowest total amount quoted by vendors.

Sign & Stamp of Bidder / Supplier

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Annexure A

IIM Nagpur invites quotations for supply of customized fabricated blocks which will be assembled together to prepare stage for events. The detailed drawings of the individual block, stage configuration, location layout and the staircase drawings are attached as Annexure D. The individual blocks will be provided with nut-bolt / fasteners arrangement for assembly with other blocks and c- clamps arrangement for fixing ply to the block. Each block will have a plywood plank to be given separately to be used during assembly of stage. All the metal blocks to have 1 coat of anti-corrosive paint and 2 coats of oil paint.

- Sr.No.1 : Customized fabricated blocks for stage
Quantity : 60
Specifications : Dimension of the block - 1200 mm x 1200 mm x 900 mm
Material – MS angle of size 50 x 50 x 6 mm
Cross members on all faces
Construction as per drawing no. 1
Plywood plank – 19 mm, waterproof with ISI mark
- Sr.No.2 : Customized fabricated blocks for stage
Quantity : 10
Specifications : Dimension of the block - 1200 mm x 900 mm x 900 mm
Material – MS angle of size 50 x 50 x 6 mm
Cross members on all faces
Construction as per drawing no. 1
Plywood plank – 19 mm, waterproof with ISI mark
- Sr.No.3 : Customized fabricated staircase
Quantity : 4
Specifications : Dimensions – 3 feet width x 3 feet height
Material – MS angle of size 50 x 50 x 6 mm
Construction as per drawing no. 2
Plywood plank – 19 mm, waterproof with ISI mark

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Annexure B

General Conditions for Bidders

1. Bidder must be in the business of fabrication for at least three years till March 2021. Appropriate registration documents to be attached with the bid.
2. **Pre-bid meeting** – 9th March 2022 at 11:00 AM at Stores & Purchase office, IIM Nagpur MIHAN campus.
3. **Delivery Period:** All materials should be delivered within 2 weeks of the issue of PO. All items to be delivered at IIM-Nagpur campus at MIHAN, Nagpur.
4. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation therefrom will be accepted without the Institute's specific agreement in writing
5. It is not binding on the Institute to accept lowest offer, or assign any reason for non-acceptance.
6. **Specifications:** All materials and goods shall be, in every respect equal to description, specifications and to samples submitted (if any) and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
7. **Invoice:** To be sent in duplicate to us mentioning Delivery challan / Railway & Goods Receipt Memo No. and date as well as our purchase order no. and date.
8. **Payment schedule:** Payments will be made on receipt and installation of items in fully serviceable and to the satisfaction of the purchaser within 15 days.
9. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill
10. **Removal of rejected goods:** All goods which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose such goods and all expenses incurred by us for such disposal shall be to the account of supplier.
11. **Control Regulation:** In case of anticipated delay in delivery the reason must be intimated to us within 10 days. The supply and dispatch should be arranged in strict conformity with any control regulations applicable and after obtaining necessary permits in force from time to time.
12. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Nagpur

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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/144/2021-22/18 dated 04/03/2022. I/ we accept the terms and conditions and hereby offer the rates for **Supply of customized fabricated MS blocks for stage and staircases** as per specifications in Annexure A.

Name of the BIDDER _____

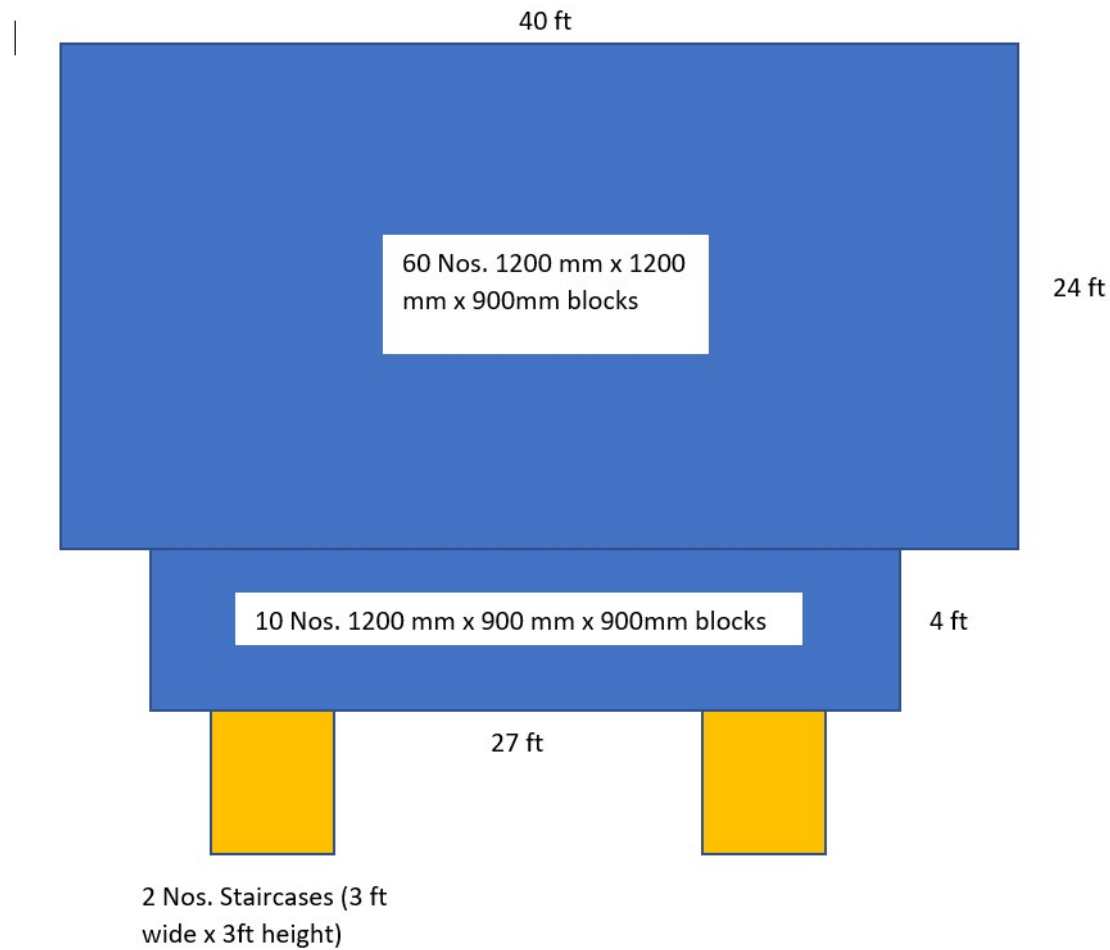
Signature of authorized person _____

Official seal of BIDDER



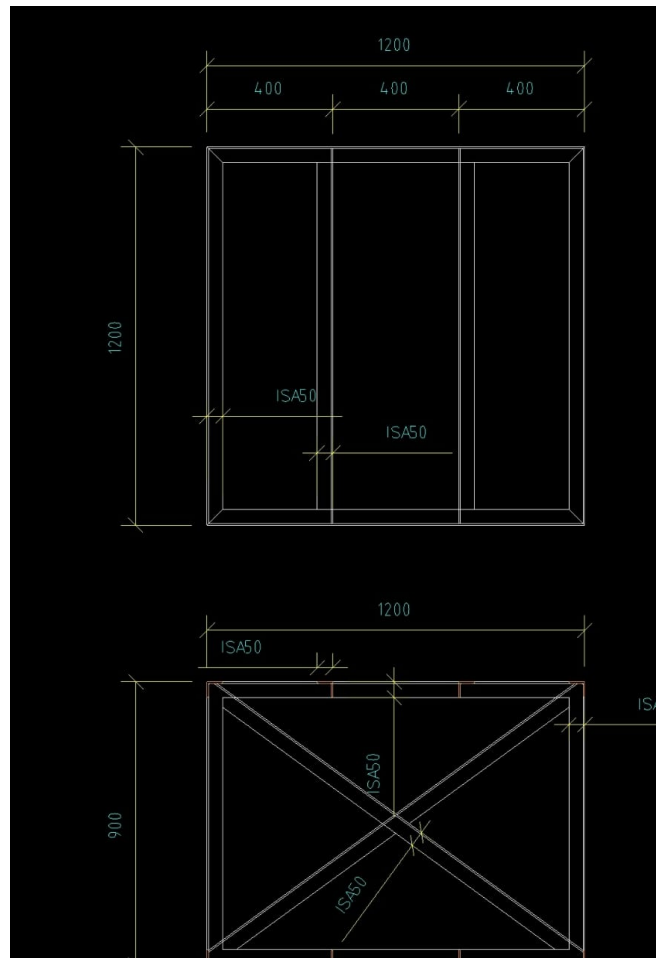
Annexure D

Stage Layout

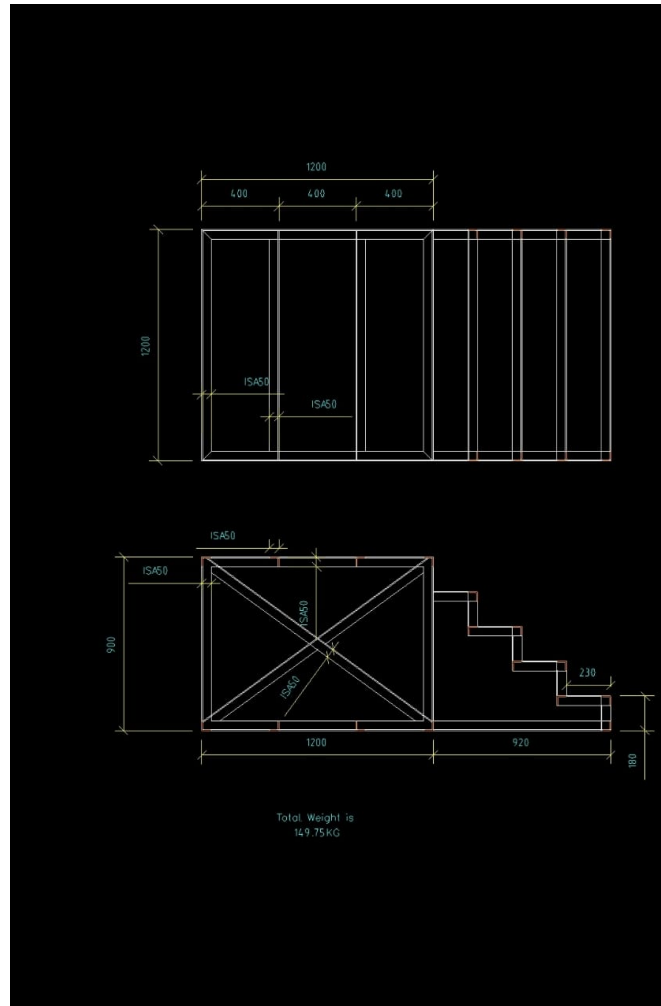




Drawing for blocks 1



Drawing staircase 2





Location layout

