



**IIM NAGPUR**  
भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

**INDIAN INSTITUTE OF MANAGEMENT, NAGPUR**  
ICT Department, IIM Nagpur, Plot No. 1, Sector 20,  
Mihan (Non-Sez) Nagpur - 441108  
Phone No. – 9970305991  
Email: [itoffice@iimnagpur.ac.in](mailto:itoffice@iimnagpur.ac.in)  
[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

### Invitation to Offer

Suppliers Address:	Enquiry Ref. No. IIMN/ICT/2022-23/005	Date of Issue: 22/07/2022
	To reach us before: 10/08/2022 Up to 03.00 P.M at MIHAN campus	Offer Valid up to 6 Months
Ph.no.:	Date & time of opening of bid: 10/08/2022	Issued by: ICT Department, IIM Nagpur
Email id:	Up to 03.30 P.M at MIHAN campus	

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	Min. Cartridge Qty Req. Yearly	Unit Rate (Rs.) including GST/Taxes	Unit Rates (Rs.) In words
1	HP Cartridge no.30A (B) with paper yield 1600 pages Technical details and description as per Appx. 'A'	number	20		
2	HP Cartridge no.88A (B) with paper yield 1500 pages Technical details and description as per Appx. 'A'	number	10		
3	Canon Cartridge no.337 (B) with paper yield 1600 pages Technical details and description as per Appx. 'A'	number	10		
4	Canon Cartridge no.045H(B) with paper yields 2800 pages Technical details and description as per Appx. 'A'	number	05		
5	Canon Cartridge no.045 (C) with paper yield 1300 pages Technical details and description as per Appx. 'A'	number	05		





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6	Canon Cartridge no.045 (M) with paper yield 1300pages Technical details and description as per Appx. 'A'	number	05		
7	Canon Cartridge no.045 (Y) with paper yield 1300 pages Technical details and description as per Appx. 'A'	number	05		
8	Canon Cartridge no. 052(B) with paper yield 3100 pages Technical details and description as per Appx. 'A'	number	09		
9	Canon Cartridge no. 057 (B) with paper yield 3100 pages Technical details and description as per Appx. 'A'	number	10		
10	Brother Cartridge no.TN3478 (B) with paper yield 12000 pages Technical details and description as per Appx. 'A'	number	03		
11	Canon NPG-54 Toner Black with paper yield 56000 pages Technical details and description as per Appx. 'A'	number	02		

**Note:** The indicated estimated quantities are approximate and actual quantities may vary (reduce or increase) throughout the year depending upon the requirement. The unit price will be fixed for one year. The transportation charges are included in the unit price. Unit price with GST will be considered for evaluation.







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**Appx 'A'**

## **Technical Details:**

**Product Details:** Empanelment & Annual Rates Contract for the Supply of HP, Canon & Brother Cartridges at IIM Nagpur.

**1) Product Description:** HP Cartridge no.30A (Printer model HP B/W LaserJet Pro MFP M227 FDW)

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	1,600 pages
Package dimensions (W x D x H)	358 x 108 x 135 mm
Package weight	0.49 kg

**2) Product Description:** HP Cartridge no. 88A(B) (Printer model HP B/W LaserJet Pro MFP M226DW)

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	1,500 pages
Package dimensions (W x D x H)	375 x 113 x 125 mm
Package weight	0.8 kg

**3) Product Description:** Canon Cartridge no. 337(B) (Printer model Canon B/W ICMF 224 DW & ICMF 246DN)

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	1,600 pages
Package dimensions (W x D x H)	300 x 200 x 200 mm
Package weight	0.86 kg





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**4) Product Description:** Canon Cartridge no. 045H(B), 045(C), 045(M), 045(Y) (Printer model Canon Colour ICMF 633 CDW)

**Details:**

Color(s) of printing supplies	Color
Print technology	Inkjet
Page yield (black and white)	2,800 pages
Package dimensions (W x D x H)	61 x 284 x 66 mm
Package weight	0.59 kg

**5) Product Description:** Canon Cartridge no. 52(B) (Printer model Canon B/W ICMF 426 DW).

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	3,100 pages
Package dimensions (W x D x H)	10.16 x 36.32 x 19.81 cm
Package weight	0.99 kg

**6) Product Description:** Canon Cartridge no. 057(B) (Printer model Canon B/W Printer ICMF 445DW).

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	10,000 pages
Package dimensions (W x D x H)	36.2 x 10.2 x 19.8 cm
Package weight	0.317 kg





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**7) Product Description:** Brother Cartridge no. TN-3478(B) (Printer model Brother B/W Printer MFC L5900DW)

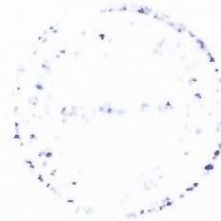
**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	12,000 pages
Package dimensions (W x D x H)	362 x 258 x 150 mm
Package weight	1.25 kg

**8) Product Description:** Canon Cartridge no. NPG-54 Toner Black (Printer model Canon IR ADV 6555i).

**Details:**

Color(s) of printing supplies	Black
Print technology	Laser
Page yield (black and white)	56,000 pages







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**Appx 'B'**

**General Conditions and Instruction for Bidders**

1. The bidders must submit the quotation in a single Bid and should be submitted via courier/registered post/speed post or by hand before the last date of submission at IIM Nagpur, Mihan campus. Quotations received via E-mail or after the due date and time will not be considered.
2. Bidder must be enlisted dealer/channel partners/distributor of the designated brand (HP, Canon & Brother). Please enclose the authorization certificate from the OEM in favor of IIM Nagpur for the specified item in Annex A from HP, Canon, and Brother.
3. Original cartridges should be provided. If it is found that any of the cartridges is duplicate/compatible, then strict action will be taken. The manufacturing date of cartridges should not exceed above 4 months on the date of delivery.
4. Price should be valid for one year from the date of purchase order raised to the qualified bidder.
5. **Buyback price can be enclosed along with the bid for the scrap cartridges if possible.**
6. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
7. The empaneled vendor will have to supply as per the periodic requirements at IIM Nagpur. Items must be supplied within seven days from receipt of the requirement via mail from IT office, IIM Nagpur.
8. **Delivery and Installation schedule:** The deliveries of all the items will be done within **7 days** of the issue of the requirement via mail with a one-week grace period at the discretion of the purchaser. A delay beyond 15 days from the due date shall liable the order to be cancelled without further notice to the vendor.
9. Bill should be submitted in duplicate on the complete execution of order duly certified by the Institute's authorized representative in respect of the complete delivery.







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- 10. Payment schedule:** Payments will be done after the submission of the invoice and delivery of the items.
- 11.** The contract will be initially for one year and will be extended for two more years as per the requirement and subsequently on the performance of the service provider. The empaneled vendors will have to supply the items for which Annual Rates are fixed throughout the year in varying quantities delivered at IIM Nagpur, Mihan campus as per rates agreed upon. In case of extension of the contract, rate revision may be carried out by mutual agreement.
- 12.** 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].
- 13.** The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [Pl. enclose a current valid copy of the documents].
- 14.** 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.
- 15.** The bid must submit at IIM Nagpur, Mihan Campus Nagpur along with all the pages of this 'Invitation to Offer' duly signed and stamped as a token of acceptance of the terms and conditions of this offer without which the offer shall be rejected.
- 16.** EMD & Tender fee is waived off.
- 17.** Security deposit/performance guarantee is waved off.





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**ANNEXURE – C**  
**PARTICULARS OF BIDDER**

**Tender for Empanelment & Annual rates contract for the Supply of HP, Brother & Canon cartridges at IIM Nagpur**

IIMN/ICT/2022-23/005

Date 22/07/2022

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)







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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. License/EPF/ESIC Reg. No. (if applicable)  
(Enclose self-attested photocopy)

\_\_\_\_\_

12. Any other Relevant Information

\_\_\_\_\_

(e.g. Number of Years of Experience in a similar line of business / Turnover for the 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/ICT/2022-23/005 Dated 22/07/2022. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for Panelment & Annual rates contract for the Supply of HP, Brother & Canon cartridges at IIM Nagpur.

Date \_\_\_\_\_



Name of the BIDDER

\_\_\_\_\_

Official seal of BIDDER

\_\_\_\_\_