



INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Estate Maintenance & Engineering services

Plot no 1 sector 20 MIHAN (Non Sez) Nagpur-441108

Ph.No. – 07122870331 Email: adminoffice@iimnagpur.ac.in

Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/EM&ES/2023-24/05 dated 22-05-2023	Date of Issue:23/05/2023
	Submission of quotation: on 08-06-2023; by 3.00 PM at Estate Department IIM Nagpur	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: 08- 06-2023 at 03:30 PM	Issued by: Estate Maintenance.

IIM Nagpur invites quotations for the **Rate contract & empanelment of the vendor for the Supply & Installation of various types of Glass at IIM Nagpur.**

The quotation is for a rate contract, initially for one year, and may be extended further as per the institute's needs.

The contract's general terms and payment conditions are given in Annexure B.

The selected vendor will be required to supply & install the items as and when ordered in varying quantities as per the requirements of the institute.

Place of Supply – IIM Nagpur, MIHAN campus (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Nagpur-441108)

Delivery – Within 30 days of order.

The tentative quantities, the frequency of supply, and the list of approved makes are given against the items as per the list in Annexure C Price Bid.

Bid Submission –

1. The Bidders are required to Annexure A and attach relevant documents as mentioned therein
2. The Bidders are requested to fill in the rates (including GST) and amount for the quantities given in Annexure C and as per approved makes.
3. Submitting a bid implies that the terms and conditions given in Annexure B are acceptable to the bidder.

The bid, complete in all respects with all relevant documents, is to be sent in a sealed envelope so as to reach us at the above address and before the date specified above.

IIM Nagpur reserves the right to reject any or all the bids without stating any reason.

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Sign & Stamp of Bidder / Supplier

Annexure A **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/EM&ES/2023-24/05 dated 22-05-2023. I/ we accept the terms and conditions in Annexure B and hereby offer the rates for the **Rate contract & empanelment of the vendor for the Supply & Installation of various types of Glass at IIM Nagpur.** as per rates quoted in Annexure C Price Bid.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER

Annexure B

General Conditions for Bidders

1. Bidder should be a registered Aluminium work/Civil work/manufacturer/authorized dealer/supplier—all items to be delivered & install at IIM Nagpur, MIHAN campus.
2. **Price:** Prices quoted by the supplier and accepted by the Institute are final, and no deviation therefrom will be accepted without the Institute's specific agreement in writing
3. **Contract:** The initial contract is for a period of one year and may be extended for a further period. The quantity of items in the Price Bid is tentative and may increase or decrease as per actual requirements at the time of releasing the PO.
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 the 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.
5. **Warranty:** Notwithstanding our acceptance, or right of inspection, and or any other terms and conditions in the purchase order, the supplier warrants that all goods supplied here are free from any defects and that they fully comply with the specifications.
6. **Delivery Period:** All materials should be dispatched within **30 days** from the date of order. In case of urgent requirements, the firm will be required to supply at short notice. No transportation/cartage charges will be provided for the same.
7. **Quality of Materials:** The firm will be entirely responsible for the supplied goods/materials' quality. The supplier should replace the rejected/ damaged consumable within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 5 % of the total ordered value by the Institute.
8. **Invoice:** To be sent in triplicate after satisfactory delivery of each order. The invoice must mention the Delivery challan, Order no., and date of delivery.
9. **Payment:** Payment will be made within 15 days after receipt and approval of goods at our store office. No Payment shall be made in advance on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactory delivery of the material to the satisfaction of the IIMN. **The payment will be made for the actual quantity supplied against each order.**
10. **Packaging:** The goods should be securely packed to withstand the rigors of rail, road, air, and sea transport (as applicable) to avoid breakage/pilferage in transit. Delivery challan should be sent along with the material quoting our order reference. Indicate on all invoices/bills the name of the transport company L.R.No. and date. Freight value and freight to pay or paid.

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11. **Removal of rejected goods:** All materials/goods which are deemed to have been rejected by us shall be removed by the supplier at his own expense and risk within the time allowed by us. If the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose of such goods, and all expenses incurred by us for such disposal shall be to the supplier's account.
12. **Control Regulation:** In case of anticipated delay in delivery, the reason must be intimated to us within 3 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.
13. **Jurisdiction:** For all intents and purposes, any contract under the order shall be deemed to have been concluded at Nagpur

List of Approved Makes

Glass- Saint Gobin, Modi guard, HNG
Aluminium section- Jindal, Hindalco, Banco
Hardware- Dorma, Godrej, Ozon

Sign & Stamp of Bidder / Supplier

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ANNEXURE 'C'

Name of work: Rate contract & empanelment of the vendor for the Supply & Installation of various types of Glass at IIM Nagpur.

Price Bid

S.No	Description	Qty.	Unit	Rate Excluding GST	Amount
1	Supplying, Transportation, and installation of 6mm thick Toughened Glass (Saint Gobain make) Fixed in Aluminium sections, fixing with gasket, Silicon, and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing. 6mm Toughened-SGU ET425 Series Glass Fix	1.00	Sq.M		
2	12mm Toughened Glass Fixing (In Aluminium sections): - Supplying, Transportation, and installation of 12mm thick Toughened Glass (Saint Gobain make) Fixed in Aluminium Window and door sections, fixing with gasket, Silicon, and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing	1.00	Sq.M		
3	Supplying, Transportation, and installation of 10mm thick Toughened Glass (Saint Gobain make) Fixed in Aluminium Window and door sections, fixing with gasket, Silicon, and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing.	1.00	Sq.M		
4	DGU Glass Fixing: -Supplying, Transportation, and installing 6+12+6mm thick Toughened DGU Glass UNIT (Saint Gobain make) Fixed in Aluminium Window and door sections, fixing with gasket, Silicon and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing.	1.00	Sq.M		
5	Supplying, Transportation, and installation of 12mm thick Toughened Glass (Saint Gobain make) Fixed in Stainless steel sections, fixing with gasket, Silicon, and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing.	1.00	Sq.M		

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S.No	Description	Qty.	Unit	Rate Excluding GST	Amount
6	Only Glass Fixing: Supplying, Transportation, and installation of SS Glass Railing 12mm thick Toughened Glass (Saint Gobain make) Fixed in Stainless steel sections, fixing with SS Glass Brackets, and required Accessories with complete in all respect and making good as per Specifications and Architect Drawing	1.00	Sq.M		
7	Aluminium Doors Closer: - Supplying, Transportation, and installation of All types of Aluminium Closer.	1.00	No		
8	Aluminium Door Stainless Steel Handles: Supplying Transportation and installation of Modular SS Handles Vacuum and Non-Vacuum, Fixed on Aluminium & Glass sections & Using best quality Material and required Accessories with complete in all respect and making goods as per Specifications and Architect Drawing.	1.00	No		
				Total Amount	
			Add GST	% & Amount	
				Grand Total	

Total Amount in Words: (_____)

NOTE: The quantity given above is tentative and may increase. The Bidders will have to supply as per quoted rates in respective items of price bid. The payment will be for the actual quantity supplied for each order.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER