

**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. – 07122870341
Email: itoffice@iimnagpur.ac.in
www.iimnagpur.ac.in

Invitation to Offer

Suppliers Address: Ph.No.: Email id :	Enquiry Ref. No. IIMN/ICT/2023-24/05	Date of Issue: 27/07/2023
	To reach us before: 02/08/2023 Up to 03.00 P.M at MIHAN campus	Offer Valid up to 6 Months
	Date & time of opening of bid: 02/08/2023 Up to 03.30 P.M at MIHAN campus	Issued by: ICT Department, IIM Nagpur

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 at 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	Qty (A)	Rate/Unit (B)	GST/Unit (C)	Total (A*(B+C))
1	Tender for Purchase of CorelDRAW GRAPHICS Suite SU 365 Day Subscription at IIM Nagpur Technical details and product description as per Appx. 'A'	no	01			
	other Installation Charges etc. if any					
	Grand Total (incl. GST & Taxes)					

Total Price (in words) (incl. GST & Taxes) Rupees _____





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Appx 'A'

Technical Details:

Product Details: Tender for Purchase of CorelDRAW GRAPHICS Suite SU 365 Day Subscription at IIM Nagpur.

Quantity: 01 NOS

Technical specification:

It should include the following features

- CorelDRAW GRAPHICS Suite - Vector illustration
- CorelDRAW GRAPHICS Suite - Page layout
- CorelDRAW GRAPHICS Suite – Typography Tool
- CorelDRAW GRAPHICS Suite - Font management
- CorelDRAW GRAPHICS Suite - Photo editing
- CorelDRAW GRAPHICS Suite – Collaboration workflow





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Appx 'B'

General Conditions and Instruction for Bidders

- 1. All items are to be delivered at IIM Nagpur, Mihan campus.**
- 2. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.**
- 3. The bidder must be aware that if the specification of their offered model does not meet with minimum specifications required mentioned in Appx. A shall out rightly be rejected.**
- 4. Delivery and Installation schedule:** Delivery & installation should be done within **21 days** of the issue of the purchase order with a one-week grace period at the discretion of the purchaser. Installation shall be considered complete when the product is in fully functional condition, tested, and commissioned at the designated delivery location(s). Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of installation order per day s.j. to a maximum of 15%. Further delay beyond 15 days from the scheduled installation date shall liable the order to be cancelled without further notice to the vendor.
- 5. 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 installation and making all the units fully functional.**
- 6. Payment schedule:** Payments will be made on receipt of a complete tax invoice and installation of items in fully serviceable condition to the entire satisfaction of the institute representative.
- 7. Technical support should be provided 24*7 for any major scenario. The dealer should have a service support network for the designated product and should be able to provide the rectification of the detects within 24 hours on intimation of the defects during the entire period of subscription.**
- 8. 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].**
- 9. 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].**
- 10. 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.**
- 11. 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.**





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ANNEXURE – C
PARTICULARS OF BIDDER

Tender for Purchase of CorelDRAW GRAPHICS Suite SU 365 Day Subscription at IIM Nagpur

IIMN/ICT/2023-24/05

Date: 27/07/2023

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/2023-24/05 date 27/07/2023. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for Purchase of CorelDRAW GRAPHICS Suite SU 365 Day Subscription at IIM Nagpur.

Name of the BIDDER _____

Date _____



Official seal of BIDDER _____