

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: 	Inquiry Ref. No. IIMN/EM&ES/2023-24/17 dated 11-09-2023	Date of Issue: 11-09-2023
	Submission of quotation: On 21-09-2023 up to 3.00 PM, Estate maintenance, IIM Nagpur MIHAN Campus	Offer Valid up to 3 Months
Ph. No.: _____ Email id: _____	Date & time of opening of Quotation/Bid: 21-09-2023 by 3.30 PM. IIM Nagpur, MIHAN campus, Nagpur-08	Issued by: Estate Department

We invite your Quotation for the item mentioned below. Please return this form, duly filled in all respects, in a sealed envelope 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 Annexure A

Name of work: Providing and fixing Road Safety Convex Mirrors at IIM Nagpur

Sr. no	Description of Item	Qty.	Unit	Unit Rate (Rs)	Total Amount (Rs)
1	Supply of imported OUTDOOR Convex Mirror: Made from the finest quality acrylic materials, convex mirrors allow 160 degrees of vision. Each mirror comes complete with fully adjustable Pole Mounting brackets for quick and easy installation. Acrylic mirrors are durable and shatter-resistant. Ideal for monitoring blind areas. Diameter – 100 cm outdoor	9	Nos		
2	Earthwork in surface excavation not exceeding 30 cm in depth but exceeding 1.5 m in width as well as 10 sqm on plan, including getting out and disposal of excavated earth up to 50 m and lift up to 1.5 m, as directed by Engineer-in-Charge:	2	Cu.m		

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3	Providing and laying Cast in situ/Ready Mix cement concrete in M-10 of trap/ granite/ quartzite/ gneiss metal for foundation and bedding, including bailing out water, Steel centering, formwork, laying/pumping, compacting, roughening them if the special finish is to be provided, finishing if required and curing complete, with fully automatic microprocessor-based PLC with SCADA enabled reversible Drum Type mixer/concrete Batch mix plant (Pan mixer) etc. complete. With fine aggregate (Crushed sand VSI Grade)	1	Cu.m		
4	Providing structural steelwork in hollow sections of various thicknesses and sizes in square, rectangular, and round shape from 25mm to 450mm sections as per IS 4923 YST 310 Grade produced from iron ore and blast furnace route, etc. as per detailed designs and drawing or as directed including cutting, fabricating, hoisting, erecting, fixing in position, making riveted/bolted/ welded connections and painting complete	200	Kg		
	Amount				
	<u>GST % & Amount</u>				
	Total Amount including Freight/Transit Insurance and all Taxes:				

Total Amount in Words:(_____)

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

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

Sign & Stamp of Bidder / Supplier

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Annexure A

General Conditions for Bidders

1. Firm must have the following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
 - (a) PAN No.
 - (b) GST No.
1. **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. 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.
2. **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.
3. **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.
4. **Delivery Period:** All materials should be dispatched within **45 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.
5. **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 a maximum of 5 % of the total ordered value by the Institute.

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6. **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.
7. **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.**
8. **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.
9. **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.
10. **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.
11. **Jurisdiction:** For all intents and purposes, any contract under the order shall be deemed to have been concluded at Nagpur

Sign & Stamp of Bidder / Supplier

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Annexure-B

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 enquiry No IIMN/EM&ES/2023-24/17 dated 11-09-2023 I/ we accept the terms and conditions in Annexure B and hereby offer the rates for the **Providing and fixing Road Safety Convex Mirrors at IIM Nagpur.** as per the rates quoted.

Name of the BIDDER _____

Signature of authorized person _____

Official seal of BIDDER