

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Plot No 1, Sector 20, MIHAN (Non-SEZ), Nagpur, Maharashtra – 441108, www.iimnagpur.ac.in

Ph. No. – 07122870321 / 07122870320 Email: purchase@iimnagpur.ac.in



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### Invitation to Offer

|  |   |  |
|--|---|--|
| Name of bidder & Address:<br><br>Ph. No.:<br>Email id: | Inquiry Ref. No. IIMN/114/2023-24/11                                      | Date of Issue: 06.11.2023              |
|  | Submission of quotation: on 13.11.2023; by 11.00 AM at IIM Nagpur Office. | Bid Valid up to 3 months               |
|  | Date & time of opening of Quotation/Bid: on 13/11/2023 at 11.30 AM        | Issued by:<br>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   | <b>Laptop Bag</b> : Technical details and product description as per Annexure 'A'<br><b>Brand and Model Name</b> _____ | 1000                          | No's |                |                   |
|   |  | <b>GST ( ) % &amp; Amount</b> |      |                |                   |
| <b>Total Amount including Freight/Transit Insurance/Installation and all Taxes:</b> |  |                               |      |                |                   |

**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 Purchase Order.  
Important : Work will be awarded to the lowest total amount quoted by vendors whose sample is approved.  
The Bidder must agree to supply the items at the same rates if a repeat order is placed within a period of One year.

*Sign & Stamp of Bidder / Supplier*

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## Annexure A

### General Desired Specifications

Sr.No.1

Backpacks

| Indicative Parameters<br>Preferred Brands & Models: Harrison/goblin/wildcraft or equivalent   | Compliance<br>(Yes / No) | Reference Image   |
|---|--------------------------|---|
| Soft Water resistant Leather/Leatherette material with smooth lining  |                          |  |
| Nylon thread used for stitching   |                          |   |
| Nylon zipper with metal runners   |                          |   |
| Three compartments – 1 thick padded laptop compartment to accommodate 15.6 “ laptop, 1 main compartment, 1 organizer pocket in front. |                          |   |
| Adjustable single Belt and 2 Grab handle  |                          |   |
|   |                          |   |
|   |                          |   |
|   |                          |   |
|   |                          |   |
| 12 months warranty  |                          |   |
| Colour – Brown/Black preferable. IIMN Logo, Name and “ZMS Conference logo” to be <b>embossed</b> on the bag.                          |                          |   |

- One sample bag of the quoted item to be submitted separately along with the bid which will be returned after the order is processed.
- Please mention the brand and model that you will be supplying in the price (page no.1).
- The brand quoted by you must be well known nationally.
- **Bid will be opened for the vendor whose sample is acceptable to IIMN Authorities.**
- If the sample supplied by the bidder is not acceptable by institute authorities, then he/she won't be considered for award of contract.

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### Annexure B

#### **General Conditions for Bidders**

1. Bidder should be a registered manufacturer/authorized dealer/supplier of the item mentioned above and should be in the similar business for last 3 years. **(Please attach copy of registration of the business)**
2. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation there from will be accepted without the Institute's specific agreement in writing. Rates Quoted will be valid for 6 months.
3. **Contract:** Our Enquiry reference / Your offer / purchase order / samples form part of this contract. Upon mutual consent, the client may award another similar type of work in campus based on these rates to the contractor, for which the rates will be valid up to 6 months from the date of issue of Purchase order. Quantity of items may increase or decrease as per actual requirement at the time of releasing PO.
4. **Security deposited-** For Purchase order/Work order above value 1 lakh Security deposit of 3% of overall Purchase order amount to be submitted by lowest bidder within 14 days of award of PO. It will be retained by IIM Nagpur till completion of defect liability period.
5. **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 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.
6. **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 in design, materials and workmanship and that they fully comply with the specifications. The purchase order is issued in reliance on the above-mentioned warranty of the supplier. Warranty/Defect liability period will be 1 year.
7. **Delivery Period:** All items to be delivered at IIM Nagpur, MIHAN campus. All materials should be dispatched within the delivery period specified in the order unless the time limit is extended by us. Any loss incurred due to on-supply of goods and/or in time will be to suppliers account. We have the option to cancel the order, in case of failure to effect delivery in time. late delivery (LD) the liquidity damage shall be @1% of the contract amount per week delay. Maximum up to 5%. Beyond 5 weeks of delay order will be deemed cancelled
8. **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. To ensure prompt payment, the order no. should be mentioned in the Invoice.
9. **Payment:** Payment will be made within the 15 days after receipt and approval of goods at our store office. TDS will be deducted from the Payment as applicable
10. **Insurance:** In case, we have preferred to cover the mail, by insurance, please inform us the details of lorry way bill / R.R and invoice value immediately on dispatch to enable us to arrange the same. Otherwise, any loss or damage in transit will be to your account.
11. **Packaging:** The goods should be securely packed to withstand rigors of rail, road, air, 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.
12. **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.
13. **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.
14. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Nagpur.

*Sign & Stamp of Bidder / Supplier*

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### ANNEXURE 'C'

#### PARTICULARS OF BIDDER

|    |  |  |
|----|--|--|
| 1  | Name of the Bidder   |  |
|    | a. Trade names   |  |
|    | b. Status of the bidder<br>(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)                                  |  |
| 8  | Compliance to supply at the same rates for repeat order<br>within a period of One year |  |

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/114/2023-24/11 dated 06.11.2023. We have checked the sample for backpacks available at the institute and accordingly, I/ we accept the terms and conditions and hereby offer the rates for “**Supply of Laptop Bags**” as per specifications in Annexure A.

Name of the BIDDER \_\_\_\_\_  
Signature of authorized person \_\_\_\_\_

Official seal of BIDDER