

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, plot no. 1, sector 20,
MIHAN (Non –SEZ), Nagpur-441108, www.iimnagpur.ac.in
Ph. No. – 07122870321 / 07122870322 Email: purchase@iimnagpur.ac.in



Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/114/2023-24/16	Date of Issue: 18.01.2024
	Submission of quotation: on 08.02.2024; by 3.00 PM at IIM Nagpur Office.	Bid Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 08.02.2024 at 3.30 PM	Issued by: 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	Supply of Leatherette folder. (The Bidder should visit & check the Sample before Filling the rates)	2000	No's		
				<u>GST % & Amount</u>	
Total Amount including Freight/Transit Insurance/Installation and all Taxes:					

Total Amount in Words:(_____)

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

Delivery period : Within 4 weeks from the date of award of contract or PO or mail communication from Institute..

Note : IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations at any time without assigning any reasons thereof. Work will be awarded to the lowest total amount quoted by vendors whose sample is approved.

Sign & Stamp of Bidder / Supplier

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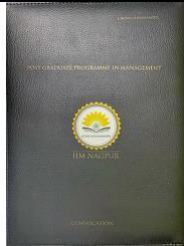


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Annexure A

Sr.No.1 Leatherette folder

General Desired Specifications

Parameter	Compliance (Yes / No)	Reference Image
Supply of Leatherette folder with embossing IIMN logo. (The Bidder should visit & check the Sample before filling the rates.) Leatherette folder with Good Quality binding and space inside for storing and displaying Certificates. Colors – Black/Brown		

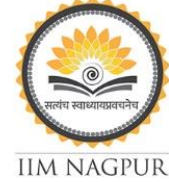
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Annexure B

General Conditions for Bidders

1. Bidder should be a registered manufacturer/authorised dealer/supplier. All items to be delivered at IIM Nagpur, MIHAN campus.
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
3. **Contract:** Our Enquiry reference / Your offer / the purchase order / samples form part of this contract. Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to 1 year 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. **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.
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 in design, materials and workmanship and that they fully comply with the specifications. The purchase order will be issued in reliance on the above mentioned warranty of the supplier. Defect liability period will be 1 year.
6. **Delivery Period:** 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
7. **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.
8. **Payment:** Payment will be made within the 15 days after receipt and approval of goods at our store office.
9. **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.
10. **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.
11. **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.
12. **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.
13. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Nagpur

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ANNEXURE 'C'

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/114/2023-24/16 dated 18.01.2024. We have checked the sample for Leatherette folder available at the institute and accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Supply of Leatherette folder** as per specifications in Annexure A.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER