



**LIMITED TENDER ENQUIRY FOR SUPPLY OF CONVOCATION FILE AND  
DUPATTA FOR THE 9<sup>th</sup> ANNUAL CONVOCATION 2020**

**Due Date: 13.03.2020      Time: 12:01 PM**

Dear Sir,

We intend to Purchase the convocation file and dupatta for the 9<sup>th</sup> Annual Convocation 2020. Please submit your quotation and sample before the due date / time. Late bids are not acceptable in any case.

Item Description	Image for reference purpose only
<p><b>Convocation File Blue Color</b> Both side full pouch to hold certificate. Exclusive Craftsmanship. Cushion Effect on top. Round corner Edge Dimension: 24.5 x 33 cm Print: IIM Raipur with Logo (Single Colour) Sample: reference sample is available at institute. Party must submit samples along with quote.</p>	
<p><b>Convocation Dupatta / Stole</b> Stole is made of traditional Indian fabric Fabric: Cotton,Rayon,Raw Silk,Thusser ( Indian Fabric) Length of stole should be between 190cm -200cm Total Width of stole be : 175 mm Main body be: 125-130 mm Width of panel on both side: 25-30 mm Color: Blue, Yellow, Dark Blue, Red or As Desired By Institute. Golden zari lace in bottom. Stitching: of good quality Print: IIM Raipur with Logo (Single Colour) Sample: reference sample is available at institute. Party must submit samples along with quote.</p>	

Contact Person Name: Mr.Ashwani Bhardwaj (Store & Purchase Officer,nSr.Grade), 9179858388 (0771-2474-705), eMail : [abhardwaj@iimraipur.ac.in](mailto:abhardwaj@iimraipur.ac.in)

You are requested to submit your lowest rate in accordance with our requirement, in attached format (Annexure-I to II) in a one envelope subscribing “SUPPLY OF CONVOCATION FILE AND DUPATTA FOR THE 9<sup>th</sup> ANNUAL CONVOCATION 2020” before the due date 13.03.2020 and time 12:01 PM on below address or You can send **quotation directly on abhardwaj@iimraipur.ac.in email id.**

Chief Administrative Officer,  
Indian Institute of Management, Raipur  
Atal Nagar, Kurru (Abhanpur), Raipur (C.G.)  
Pin-493661

**Annexure – I**  
Agency / Company Details

<b>I. Details of Tenderer</b>		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Tendering Agency	
2	Date of Incorporation / Establishment	
3	PAN Number (Copy to be enclosed)	
4	GST Registration Number (If applicable)	
5	Bank Details or Submission of <b>cancelled cheque</b>	1. A/c No.: 2. IFS Code: 3. Bank Name: 4. Branch Name:
6	E-mail ID of the official with name & mobile number	1. Email: 2. Name: 3. Mobile No.:
7	Office Address for Postal Communication	
<b>Authorized Signatory Details</b>		
1	Name	
2	Designation	
3	Email	
4	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact No:

Date:

**Annexure-II**  
**FINANCIAL BID**

Sr. No	Item Name	Qty (Approx.)	Rate (In Rs.)	GST (In %)
1.	<b>Convocation File Blue Color</b> Both side full pouch to hold certificate. Exclusive Craftsmanship. Cushion Effect on top. Round corner Edge Dimension: 24.5 x 33 cm Print: IIM Raipur with Logo (Single Colour) Sample: reference sample is available at institute. Party must submit samples along with quote.	245 Nos		
2.	<b>Convocation Dupatta / Stole</b> Stole is made of traditional Indian fabric Fabric: Cotton,Rayon,Raw Silk,Thusser ( Indian Fabric) Length of stole should be between 190cm -200cm Total Width of stole be : 175 mm Main body be: 125-130 mm Width of panel on both side: 25-30 mm Color: Blue, Yellow, Dark Blue, Red or As Desired By Institute. Golden zari lace in bottom. Stitching: of good quality Print: IIM Raipur with Logo (Single Colour) Sample: reference sample is available at institute. Party must submit samples along with quote.	225 to 270 Nos		

Terms & Conditions –

1. Price Basis: FOR IIM Raipur
2. Delivery period: On or before 10.04.2020
3. LD Clause: 5% of the total order value per day for late delivery
4. GST: GST will be paid extra as per actual at the time of billing.
5. Freight: Inclusive
6. Payment: 100 % payment with 15 days after receipt and acceptance of material at IIM Raipur.
7. Validity of Rate: One year from date of PO.
8. Quantity mentioned above is tentatively which may be increased or decreased or can be removed (if not necessary) as per the requirement of IIM Raipur.

Place :

**(Signature of the bidder with seal)**

Date :