



भारतीय प्रबन्ध संस्थान, लखनऊ  
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To, M/s .....	RFQ No: IIML/PURCHASE/PEN DRIVE /32/2019-20 Date: 06/09/2019
------------------	--

**REQUEST FOR QUOTATION: SUPPLY OF CUSTOMISED PEN DRIVE as per sample.**

Dear Sirs,

IIM Lucknow intend to procure customised pen drive (Capacity in GB: 8, 16 and 32) as per sample. Please quote your lowest rates as per the following specifications:

Sl No	Description of items	Estimated Qty (Nos)
1	Customized Pen drive (Capacity (in GB) : 8/16/32)	500

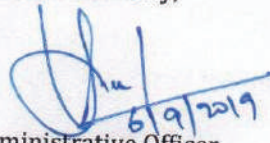
Kindly send us your quotation along with the most competitive rates, delivery period, validity of rates etc. as per Annexure - A within the date mentioned below in a sealed envelope addressed to **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226 013** with titled "Enquiry No. 32/2018-19 dated 06/09/2019 before **1400 hours** on **13/09/2019** the due date. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

**Disclaimer Clause:**

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow

Thanking you,

Yours faithfully,

  
6/9/2019  
Administrative Officer  
Purchase & Stores

Enclosure : 1. General Terms & Conditions  
2. Annexure- A

भारतीय प्रबन्ध संस्थान, लखनऊ  
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW  
Prabandh Nagar, IIM Road,  
Lucknow – 226 013  
Website: [www.iiml.ac.in](http://www.iiml.ac.in); E-mail:- [purchase@iiml.ac.in](mailto:purchase@iiml.ac.in)  
**General terms and conditions**

**Eligibility Criteria**

The bidder must submit:

- Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities. (Attach supporting Document)
- Details regarding the provision of support during warranty.

**Terms and Conditions**

The bidder must ensure:

**A) Pricing:**

- Quote price as per the tender document.
- The prices are to be quoted on individual item Exclusive of taxes rather than the total package.
- No changes in the configuration or deviation from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.
- Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

**B) Payment Terms:**

- Payments will be made on after successful delivery and satisfactory report from concerned department.

**C) Procurement Rights:** IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the RFQ.

**D) Validity of rates** should be of minimum 45 days.

**E) Number of items** may increase or decrease.

**F) L1 vendor** would be decided on Lowest rates meeting all specification of tender document.

**G) IIM Lucknow** has right to give Purchase orders to other bidders in case rate and terms and conditions are the same.

**Scope of Work**

Vendor has to deliver ordered item within **02 weeks**. Aforesaid estimated required may increase or decrease as per institute requirement.

**Security Deposit:** Successful bidder has to deposit a sum of 05 percent of total order value as security deposit till the completion of supply and satisfactory report of concerned department.

**DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:**

"All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

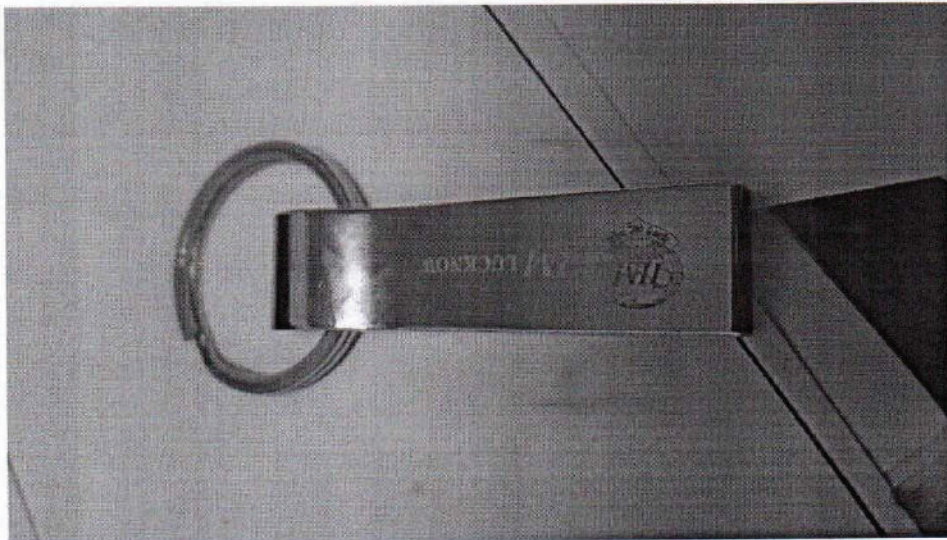
By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English.

The venue of Arbitration proceedings shall be Lucknow"

## **SPECIFICATION OF Customised Pen Drive**

### **Customized Pen drive (image attached):**

1. Capacity (in GB) : 8 / 16 / 32
2. Support Windows 97 and above, MAC, OS and Linux.
3. Material : Metal
4. Plug and Play device.
5. Size of Sample :
  - Height of the Pen drive: 4 cm
  - Height of the Pen drive with ring: 7 cm
6. Image of Sample:



### Annexure-A

S. No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Registration No. of the Firm	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

The offered rates are as follows:

SUPPLY: Customized Pen drive (as per sample and specification of tender documents)

Sl. No.	Description of items	Qty	Offered Rate ( in Rs.)
1	Capacity 8 GB	1	
2	Capacity 16 GB	1	
3	Capacity 32 GB	1	

Note : Delivery within one week after issuance of Purchase Order.

Taxes will be extra as applicable.

Other Charges (if any) : .....

Cartage Charges (if any) : .....

Delivery Period (in days): .....

Dated

Name & Signature with Seal of the Bidder