



भारतीय प्रबन्धन संस्थान राँची

INDIAN INSTITUTE OF MANAGEMENT RANCHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

(Under Ministry of Education, Govt. of India)

प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड, पिन- ८३५ ३०३ Prabandhan Nagar, Nayasarai Road, Ranchi, JH- 835303

Sealed Quotation Invited for Grammarly for Education Premium (Campus License) for One Year

Sealed tenders are invited for Grammarly for Education Premium (Campus License) for One Year. Interested bidders should submit their bids to "Administrative Officer (S&P), IIM Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303", Email: purchase@iimranchi.ac.in

Tender Schedule

Tender Number	IIM Ranchi/NIT/Grammarly/2026-27/06 dt. 07/05/2026
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/Addendum etc.	www.iimranchi.ac.in (under 'Tender' section),
Estimated Bid Value	Rs. 3,33,356/- (Rupees Three Lakh Thirty-Three Thousand Three Hundred Fifty Six Only)
Bid Validity	The validity of bids shall be 30 (Thirty) days from the date of opening of bids or any extension thereof.
Last Date of bid submission	up to 03:00 PM on 28/05/2026
Opening of Tender	at 04:00 PM on 28/05/2026
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

Condition for Participating Vendor – Documents Should Be Produced.

1. The vendor should be an authorized reseller of M/s. Grammarly Inc.
2. The vendor should provide all necessary support on 24x7 basis for the entire license period.
3. It is the responsibility of the vendor to update all new releases and patches for the entire license period.
4. The vendor should provide the technical contact person's number, email id and the Escalation Metrics in written.
5. The vendor should be available for both online and offline if requested by the IIM Ranchi official for the Support and Configuration for the entire license period.

Other terms and conditions:

1. The items shall be supplied within 10 days of confirmed work order or else an amount equivalent to 1% of the total value per week of delay will be deducted from the payment to the bidder.
2. The quoted rates should include all the taxes, delivery charges, installation charges etc.
3. IIM Ranchi will seek clarification from the bidder for the evaluation of bids and the decision taken by IIM Ranchi will be final.
4. Any bids received after the time fixed on the due date are liable to be rejected.

Submission of Bids:

Sealed quotation as per Annexure-I along with Bid Forwarding Letter as per Annexure-II, other mandatory documents and copy of this tender document, duly signed and stamped by the bidder should be submitted to “The Administrative Officer (S&P), Indian Institute of Management Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303 (Jharkhand)” either by **Speed Post/ Courier or by Hand to be dropped into tender box only on or before 28/05/2026 up to 3:00 pm. The price offers should be completely sealed and super-scribed** as “Tender for Grammarly for Education Premium (Campus License) for One Year; Tender No. IIM Ranchi/NIT/Grammarly/2026-27/06 dt. 28/05/2026.

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Sealed Quotation Invited for Grammarly for Education Premium (Campus License) for One Year Tender No.: IIM Ranchi/ NIT/Grammarly/2026-27/06 dt. 07/05/2026	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

(Amount in INR)

Sl.	Particulars	Licenses	Unit Price	GST	Total Amount (Including GST)
1.	Grammarly for Education Premium (Campus License) for One Year	01			
Total in Words					

- i. The bidder offers the Lowest Rate (L1), will be declared as the successful bidder.
- ii. Applicability of GST will be as per the extant rules of the Govt. of India.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place: (Name & signature with stamp of the bidder)

Date:

BID FORWARDING LETTER

(To be submitted on letterhead of the bidder as per this format only)

Date: _____

To
The Administrative Officer (S&P),
Indian Institute of Management Ranchi,
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

Sub: Sealed Quotations invited for Grammarly for Education Premium (Campus License) for One Year, Tender No.: IIM Ranchi/ NIT/Grammarly/2026-27/06 dt. 28/05/2026.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 30 (Thirty) days from the date of opening of the bid.

Yours faithfully,

(Name & signature with stamp of the bidder)