



भारतीय समुद्री विश्वविद्यालय Indian Maritime University

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)
कोलकाता परिसर / Kolkata Campus

No. IMU-KC/Refilling/18-19

Date: 09.05.2018

Sub: Quotation for refilling of computer cartridge at Indian Maritime University
- Kolkata Campus (IMU-KC)

Sealed quotations are invited towards refilling of computer cartridge at IMU-KC. Bidders are requested to submit their rates in the following format:

Sl. No.	Details of Cartridge type	Quantity	Rate per unit (in Rs.)	Applicable Taxes per unit	HSN Code	Total rate per unit (including taxes)	Total amount (Rs.)
A	B	C	D	E	F	G = D+E	H = C x G
1	12A (HP)	06 nos.					
2	88A (HP)	04 nos.					
3	78A (HP)	06 nos.					
4	36A (HP)	02 nos.					

Terms & Conditions:

1. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of delivery but excluding Taxes which should be stated separately as mentioned above.
3. Items should be delivered within 1 (one) week of placing order.
4. Rate quoted should be valid for a period of two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
5. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may black list such firms from future participation.
6. IMU-KC reserves the right to split the order between different bidders.
7. Last date of submission of quotation is 21.05.2018 (1600 hrs.).
8. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for refilling of computer cartridge".
9. The sealed envelope is to be deposited in tender box kept at Dy. Registrar's office (1st floor, Room No. 130) and should be addressed to the Director, Indian Maritime University, P - 19 Taratala Road, Kolkata - 700 088.
10. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
11. The envelopes are to be sealed properly with gum and not by stapler pin.

- Sd -

Local Purchase Committee

पि-19, तारातला रोड, कोलकाता - 700 088 / P-19, Taratala Road, Kolkata - 700 088

Email : director.kol@imu.co.in

Phone : (033) 2401 4673/74/76/78/1946, Fax : (033) 2401 4333, Hostel : 2401 4675