



भारतीय समुद्री विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Misc./17-18

Date: 08.02.2018

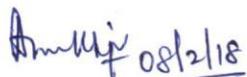
Sub: Quotation for procurement of GAR – 13 Form, Attendance Register
and Peon Book at IMU-KC

Sealed quotations are invited towards the following Form, Attendance Register and Peon Book for use at IMU-Kolkata Campus:

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|---|-----------|
| 1. GAR – 13 Pay Bill (outer) Form
(Size: 70 cms. x 43 cms.), 28 Column | 1000 form |
| 2. S – 37 Attendance Register (Diglot) – 24 folio | 20 pcs. |
| 3. S – 38 Peon Book – 200 pages | 25 pcs. |

Terms & Conditions:

- (i) The rates quoted should be excluding taxes but inclusive of delivery charges. GST rates should be quoted separately.
- (ii) The rates quoted should be valid for three months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
- (iii) Items should be delivered preferably within 3 (Three) weeks of placing order.
- (iv) IMU-KC reserves the right to split the order between different bidders.
- (v) If any of the above mentioned items are found to be defective, the same must be replaced by the supplier at their cost. No extra charges will be paid.
- (vi) 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.
- (vii) Last date of submission of quotation is 22.02.2018.
- (viii) Samples for the above can be seen by contacting Shri S N Hansda, Store Keeper, IMU-KC between 1000 hrs. and 1600 hrs. (except Saturday/Sunday/ Holiday).
- (ix) The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Form, Attendance Register and Peon Book" and deposit the same addressing to the Director at Indian Maritime University, P – 19, Taratala Road, Kolkata – 700 088.
- (x) Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.


O.I.C. – Purchase