IMU-KC/AR/ MD/22

Date: 17.10.2018

Sir,

Sub: <u>Quotation for shifting of Materials at IMU-Kolkata Campus</u>

Sealed quotations are invited towards shifting of materials of Management Block from 40, Circular Garden Reach Road, Kolkata – 700043 to P-19 Taratala Road, Kolkata-700088 at IMU-KC. The lists of materials are mentioned in Annexure – I which is attached herewith.

<u>Terms and Conditions</u>:

(1)   The rates quoted should be inclusive of all charges but excluding taxes.

(2)   The materials (Annexure-i) should be packed in good containers and to be shifted to the required place of IMU-KC with proper care. The work includes loading & unloading.

(3)   There should not be any destruction/damage caused to the furniture/equipment during transit, failing which the value of the damaged item will be deducted from the payment of the firm.

(4)   The service Provider shall furnish an **EMD** amount of Rs. 5000/- to be in the form an A/C payee Demand Draft drawn in the name of Indian Maritime University, payable at Kolkata along with the bid application without which the bid will be rejected.

(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)   Quotations for the above in sealed envelopes superscribing '' Quotation for Shifting of Materials'' addressed to the Deputy Registrar should reach this office either by post or should be dropped in the tender box kept at room no 130 (Admin Building) by 29.10.2018. Quotations received after the due date will not be considered.

(7)   Payment will be made through Bank Transfer (NEFT) after successful delivery of the items and its acceptance.

(8)   It is mandatory for the supplier to visit the site and then quote the rates.

(9)   The material shifting should start within a week of receipt of work order and should be completed within one month.

(10) There are two models of ships in the canteen area show cased in glass. The models are to be shifted with case. The bidder can dismantle & reassemble for transportation subject to making good the entire structure at the unloading place. Carpenter charges, if any for dismantling/re-assembling heavy items will be the responsibility of the supplier

Assistant Registrar

पी-19, तारातला रोड, कोलकाता-700 088 / P-19, Taratala Road, Kolkata - 700 088
Phone : (033) 2401 4673 / 74 / 76 / 78 / 1946, Fax : (033) 2401 4333, Hostel : 2401 4675
Email : director.kolkata@imu.ac.in
Website : www.merical.ac.in & www.imu.edu.in

SI.No.	Location	Brief Description of the Items	Quantity
		List of Items (Management Block)	
1	Management Block	Office table with Drawer	1
	Room no. 206	Wooden Tables(small)	49
		Iron Table with Wooden Top	3
		Canned Chair	55
		Revolving Chair	3
		Plastic chair with writing pad	7
		Wooden Chair	1
		OHP	4
		Chair	2
		Wooden chair (with arm)	3
		Stand tool	1
		Page cutter	1
		Big table (wooden)	1
		Glas top (big)	1
		Glas top (Small)	2
		Wooden Almirah (big)	2
		Sofa (single)	2
		Canned chair	17
		White board	2
		AC	2
		Iron rack	1
		Almirah	2
2	Management Block	Canned chair	103
	Room no. 225	Wooden Table(small)	52
		Wooden Table (BIG)	11
		Plastic chair	1
		Office table with drawer	3
		Tools for stand	2
		Computer table	7
		OHP	3
		Pedestal fan (big)	8
		Pedestal fan (small)	6
		Revolving chair	5
		Letter box	1
		Wooden table top(big)	2
		Small tool	1
		Wooden chair	3
		Iron table(small) wooden top	3
		Plastic chair with writing pad	6
		White board	1
		Ladder	1
		Red Plastic chair	2
		Iron Rack	2
		AC	2
3	Management Block	Iron Table with wooden top	5
	Canteen	Wooden round table	1

		Wooden table	12
		Single sofa	4
		Sofa 3 seater	1
		Window AC	5
		Ship Structure	1
		Wooden tool	1
		Red Plastic Chair	67
		Plastic chair	20
		Wooden table (small)	1
		Canned Chair	1
		Fridge	1
4	Management Block Gallery	Wooden Almirah	2
		wooden drawer	4
		Notice board	1
		MCV board	2
		Water Cooler	1
5	Room no. 213	White board	1
		Table top (glass)	1
6	Room no 208	Green Board	1
		AC	1
7	Room No. 216	White board	1
8	Library	Switch board	9
9	Room no 205/66/05	White board	1
		AC	1
10	Scrap Room	Green board	1