



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No: IMU-KC/Stationery & Cleaning/18 -19

Date: 18.04.2019

Sub: Quotation for procurement of Stationery Items at IMU-KC

Sealed quotations are invited for procurement of some Stationery Items at IMU-KC. Bidders are requested to submit their rates in the following format:

Sl. No.	Description of items	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	Cover File along with long lace; 1. Size: a. File: 14.5" (L) x 10" (B) b. Lace: 18" 2. Thickness for the file board: 450 GSM (Approx)	950 nos.					
2	Plastic Box Folder Size: 14.5" (L) x 10" (B) x 3" (H) Quality: 4mm good quality plastic	50 nos.					
4	File Board Size: 14" (L) x 10" (B)	30 nos.					
5	Folding Cover (4 Folder File) Size: 14" (L) x 10" (B)	08 nos.					
Total							

Terms & Conditions:

1. Bidders should quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of all but excluding Taxes which should be stated separately as mentioned above.
3. The rates quoted should be valid for three months from the last date of submission of quotation. IMU-KC may place orders during the said period depending on requirements.
4. Items should be delivered preferably within 10 days of placing order.
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. Last date of submission of quotation is 02.05.2019.
7. IMU-KC reserves the right to split the order between different bidders in case of tie.
8. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Stationery Items".
9. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P - 19 Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1st floor, Room No. 130) or can be sent by post.
10. The envelopes are to be sealed properly with gum and not by stapler pin.
11. Sample of the items must be submitted. The decision to accept the samples totally lies with the committee.
12. The criteria for selection will be on the basis of cost and quality as well. Merely lowest quote does not guarantee the award of the order.
13. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
14. IMU-KC reserves the right to cancel the tender at any stage.

Anurag 18/4/19
O.I.C. Purchase

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
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Website : www.merical.ac.in & www.imu.edu.in