



भारतीय समुद्रीय विश्वविद्यालय  
Indian Maritime University  
(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकता परिसर / Kolkata Campus



IMU-KC/Stationery Items/20-21

Date: 28.09.2020

Sub: Quotation for Stationery Items at IMU-KC

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

Sl. No.	Name of the Item	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 with long lace: I. Size: a. File: 14.5”(L) x 10”(B) b. Lace: 18” II. Thickness for the file board: 450 GSM (Approx)	350 pcs.					
2.	Steel Clip (Big Size): 50 mm long	400 pcs.					

**Terms & Conditions:**

1. Bidders should quote their rates as per the 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.
3. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
4. The rates quoted should be valid for two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
5. Quality of above items may be checked and confirmed by visiting Shri S. N. Hansda, Storekeeper, IMU-KC before submission of your quotation.
6. Items should be delivered preferably within 2 (Two) weeks of placing order.
7. 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.
8. Last date of submission of quotation is 9.10.2020.
9. IMU-KC reserves the right to split the order between different bidders in case of tie.
10. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation for Stationery Items”.
11. 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 (1<sup>st</sup> floor, Room No. 130) or can be sent by post.
12. The envelopes are to be sealed properly with gum and not by stapler pin.
13. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.

*Amrithy 28/9/2020*  
O.I.C. - Purchase