



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Printing/18-19

Date: 29.05.2018

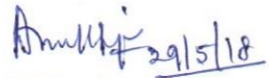
Sub: Quotation for printing of different forms at IMU-Kolkata Campus

Sealed quotations are invited towards printing of different forms for IMU-Kolkata Campus. Bidders are requested to submit their rates in the following format:

Sl. No.	Name of Form & Stationery 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	ADM-2	1000 pcs.					
2	Appendix – I	400 pcs.					
3	Appendix – II	400 pcs.					
4	Appendix – III	400 pcs.					
5	Appendix – IV	400 pcs.					
6	Appendix – V	400 pcs.					
7	No Dues Certificate	300 pcs.					

Terms & Conditions:

1. Sample of the required forms are attached herewith.
2. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
3. The rates quoted should be inclusive of delivery but excluding Taxes which should be stated separately as mentioned above.
4. The bidder should submit the GST certificate.
5. Items should be delivered preferably within 3 (three) weeks of placing order.
6. 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.
7. IMU-KC reserves the right to split the order between different bidders in case of tie.
8. Last date of submission of quotation is 12.06.2018.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for printing of different forms". The envelope is to be deposited in tender box kept at Dy. Registrar's office 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.


O.I.C. - Purchase

भारतीय समुद्री विश्वविद्यालय, कोलकाता परिसर

INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS

पी-19, तारातला रोड, कोलकाता - 700 088

P-19, Taratala Road, Kolkata – 700088



1. First Name Middle name.....
Last Name
2. C.E.T. Registraton No.....
3. Programme Name : B. Tech(ME) /M.Tech(MTM)/M.B.A(ITL).....
4. Session joined Year/Sem
5. Date of Birth
6. Place of Birth State of domicile
7. Gender : Male/Female
8. Email ID of Cadet :
9. Alternative email ID
10. Mobile Number of Cadet
11. Nationality Religion
12. Category: GEN/SC/ST/OBC.....
13. Blood Group
14. Permanent Address :
Street.....
City.....State Pin code
Police StationPost OfficeDist.....
Nearest Railway Station.....
15. Correspondence Address
Street.....
City.....State Pin code
Police StationPost OfficeDist.....

Contd...P/2

Handwritten signature

- 16. Correspondence to whom: Father/Mother/Guardian
- 17. Name of Father.....
Father's occupation
- Office Address
-
Father's monthly income.....Father's E-mail ID.....
Father's mobile No..... Telephone No.....
- 18. Name of Mother
- Mother's occupation (if employed).....
Office Address
-
Mother's monthly income (if employed)
- Mother's mobile No.....Telephone No.....
- 19. Name of Local Guardian.....
- 20. Address & telephone Number of Local Guardian
-
.....
- 21. Language Spoken:.....
- 22. Medium of last EducationLast class studied

I hereby declare that all information furnished above are true and correct.

Signature of Candidate

Signature of Dealing Asstt.

APPENDIX - I
UNDERTAKING

To
The Campus Director,
Indian Maritime University Kolkata Campus,
P-19, Taratala Road,
Kolkata - 700 088

Sir,

1. I, Shri / Ms..... Regn No.
Son/Daughter of Shri.....hereby accept the order dated.....for training in the Indian Maritime University Kolkata Campus (hereinafter referred to as "IMU KC") and undertake that :
2. I shall not attempt to seek admission to any other Institution after my joining the "IMU KC".
 3. I am unmarried and shall not marry during the period of training.
 4. I shall fully abide by the rules and regulations of the IMU as existing and/ or to be framed from time to time and the orders issued by the IMU KC and the decision of the IMU.
 5. I shall abide by the decision of the IMU KC which will be final and binding on me, in the event of any disciplinary action against me, including decision from the training course for any breach of discipline / conduct / rules and regulations etc.
 6. I shall exclusively follow the course of Indian Maritime University and shall not at any time pursue any other course / courses of studies during my training period.
 7. I shall undergo the training at my own risk and responsibility and that I or my legal heirs shall not be entitled to claim any compensation or their relief from the Government / IMU in respect of any illness, injury and / or death during training or as a result of this training, whether due to the negligence of any person or otherwise.
 8. In case of any damage caused to the property of the Institute / IMU KC, charges towards the same would be deducted from the CAUTION DEPOSIT given by me.
 9. My parents / guardian and I shall pay and discharge all dues of the IMU KC and statement of any claim and / or account made by the IMU KC shall be final and binding upon my parents / guardian and me.

Date.....

Yours faithfully

Place.....

(Signature of the Candidate)

I, Shri / Smt.....parent / guardian of
Shri / Ms.....have read the statement and duly
accept the above terms and conditions.

(Signature of Parent / Guardian)

Relationship with the applicant :

Date : Place :

Name of witness :

Signature of witness :

Address : Residence :

.....

.....

Office :

.....

APPENDIX - II
AFFIDAVIT BY THE STUDENT

- 1) I,(Full Name of the student with University Roll Number) s/o / d/o Mr. / Mrs. / Ms....., having been admitted to.....(name of the Institution), have received a copy of Regulations made as per Supreme Court guideline on curbing the Menace of Ragging in Higher Educational Institutions. (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained the said Regulations.
 - 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 - 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively being part of a conspiracy to promote ragging.
 - 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
 - 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
 - 6) I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- Declared this.....day of.....Month of.....Year

Name :

(Signature of Deponent)

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place) on this the.....(day) of.....(month),.....(year)

(Signature of Deponent)

Solemnly affirmed and signed in my presence on this the.....(day) of.....(month)(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.

APPENDIX - III

AFFIDAVIT BY PARENT / GUARDIAN

- 1) I, Mr./Mrs./Ms.....(Full Name of the parent/guardian) father / mother / guardian of..... (full name of the student with University Roll Number), having been admitted to (name of the Institution), have received a copy of Regulations made as per Supreme Court guidelines on the Manace of Ragging in Higher Educational Institutions. (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
 - 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 - 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he / she found guilty of or abetting ragging, actively, or passively being part of a conspiracy to promote ragging.
 - 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
 - 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
 - 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- Declared this.....day of.....Month of.....Year

Name & Address :

(Signature of Deponent)

With Telephone / Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place) on this the.....(day) of.....(month),.....(year)

(Signature of Deponent)

Solemnly affirmed and signed in my presence on this the.....(day) of.....(month).....(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.

APPENDIX - IV

AFFIDAVIT BY THE HOSTELLER

Mr. / Ms.....S/o / D/o.....

Permanent address.....having been admitted to Indian Maritime University, Kolkata Campus,.....B Tech (ME)/B.Sc (Nautical Science)..... Year..... Semester.....resident of.....Room No.....have received a copy of hostel and college rules and regulations, carefully read and fully understood the provisions contained in it.

I hereby solemnly aver and undertake that :

- a) I (Student) have received a copy of Hostel rules and regulations and have read and understood everything clearly. I am signing the rules and regulations documents without any force of coercion from any side.
- b) I also agree to pay the hostel mess advance charges which are to be adjusted for future mess bills on receipt from the mess manager/mess secretary and also the rentals and establishment charges etc. shall be paid at the time of admission to the hostel.
- c) I will be abide by the rules and regulations of this institute and hostels in totality as and when amended time to time by the college authorities.
- d) I hereby affirm that, if found guilty in disobeying the hostel and college rules & regulations, I will be liable for the punishment according to the college / Hostel rules and regulations as decided by college discipline committee / Proctorial Board and duly approved by Campus Director.
- e) I hereby declare that I have not been expelled or debarred from any institute in the country on account of being found guilty in any indisciplinary act.
- f) I also declare that if my conduct, during my stay in the hostel is found unsatisfactory, due to my negligence, misbehaviour & indiscipline I will immediately vacate the hostel if ordered to do so.

Declared this.....day of.....Month of.....Year

Name & Address :

(Signature of Deponent)

With Telephone / Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place) on this the.....(day) of.....(month),.....(year)

(Signature of Deponent)

Solemnly affirmed and signed in my presence on this the.....(day) of.....(month)

.....(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above formate. if you desire to register for the forthcoming academic session.

APPENDIX - V
UNDERTAKING

To
The Campus Director,
Indian Maritime University, Kolkata Campus,
P-19, Taratala Road,
Kolkata - 700 088

Sir,

I, Cadet....., Date of Birth.....
Son of / Daughter of Mr. / Mrs.....with
permanent residence at.....do hereby
declare on this.....day of.....month..... Year
as follows :

- a) I shall not indulge in any form of ragging during my entire period of stay in the premises of IMU, Kolkata Campus.
- b) I shall not, by words spoken or written or by an act, cause an effect of teasing, treating or handling with rudeness a fresher or any other student.
- c) I shall not be a participant in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- d) I shall not ask any student to do any act which such student will not in the ordinary course do and which has the affect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique of such a fresher or any other student.
- e) I shall not perform any act as a senior that prevents, disrupts or disturbs the regular activity of any other student or fresher.
- f) I shall not exploit the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- g) I shall not perform any act of financial extortion or forceful expenditure burden put on a fresher or any other student.
- h) I shall not perform any act of physical abuse including all variants of it :- Sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person.
- i) I shall not perform any act or abuse by spoken words, emails, posters, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student.
- j) I shall not perform any act that affects the mental health and self confidence of a fresher or any other students with or without an intent to derive a sadistic pleasure or showing-off of power, authority or superiority over any fresher or any other student.

I further, understand that if found guilty of ragging in any form, I shall be subject to any one or a combination of the following penalties :-

1. Cancellation of admission to courses.
2. Suspension from attending classes.
3. Withholding /withdrawing scholarship/and other benefits.
4. Debarring from appearing in any test/ examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival etc.
7. Suspension/ expulsion from Hostel.
8. Rustication from the Institution for a period ranging from 1 to 4 Semesters.
9. Expulsion from the Institution and consequent debarring from admission to any other Institution.

.....
Name of Student / Signature

Date :

Place :

Signature of Parent :

Name & Address :

.....

.....

Contact No.....

Alternate Contract No.....



INDIAN MARITIME UNIVERSITY

KOLKATA - CAMPUS

P-19, TARATALA ROAD, KOLKATA - 700088

An ISO - 9001 : 2000 Certified Institute

E-mail : director.kol@imu.co.in

director.kolkata@imu.ac.in

Form No. : IMU/KC/TRG/4002/20

Dated.....

NO DEMAND CERTIFICATE

Cadet : Roll No..... Regd. No.....
is hereby directed to obtain a Certificate in columns below about clearance of his dues, stores etc. from the under mentioned sections of this Institute and to submit it to the Training Section. Provisional Passing-Out Certificate will be issued to him only after this Certificate is submitted.

Sl. No.	Section	Recovery, if any	Initial of O-I-C	Initial of Dealing Asstt.
01.	Cadets' Hostel			
02.	College Stores, (Recreation, Sports & Band)			
03.	Chem./Mech. Laboratory			
04.	Elec. Laboratory			
05.	Workshop Stores			
06.	Library			
07.	College Mess			
08.	Govt. Accounts			
09.	P. L. Account			
10.	Cine Club			
11.	Cadets' Co-operative Stores			
12.	Photographic Society			
13.	Audiovisual Equipment			
14.	Entertainment Committee			
15.	Examination Section			
16.	Computer Laboratory			
17.	Deputy Registrar / Asstt. Registrar			

N. B. : All Section concerned are also informed that no claim for recovery for any loss/damage/short payment will be accepted afterwards.