



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: 17.07.2018

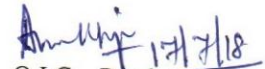
Sub: Quotation for printing of Bill Book for Guest House of IMU-Kolkata Campus

Sealed quotations are invited towards printing of Final Bill and Rent Bill for Guest House of IMU-Kolkata Campus. 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	Final Bill Size: 21cm (L) x 14cm (B)	10 nos. books (50 pages in triplicate in each book with numbering)					
2.	Rent bill Size: 13.5cm (L) x 20cm (B)	10 nos. books (50 pages in triplicate in each book with numbering)					
Total							

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 31.07.2018.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Printing of Bill Books".
10. The envelope should be addressed to the Director, Indian Maritime University, P – 19 Taratala Road, Kolkata — 700 088 and deposited in tender box kept at Dy. Registrar's office (1st floor, Room No. 130) or can be sent by post. Quotations not superscribed face the risk of rejection.
11. The envelopes are to be sealed properly with gum and not by stapler pin.
12. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
13. On award of order, details of serial nos. to be printed on the bills are to be collected from the undersigned.


O.I.C. - Purchase



INDIAN MARITIME UNIVERSITY
(KOLKATA CAMPUS)
GUEST HOUSE

73-D, Peary Mohan Roy Road, Chetla, Kolkata - 700 027

Telephone : 2449-8206 → (033-2449-8206)

No. **2500**

Dated.....

Name of the Guest.....

Date and time of arrival.....

Date and time of departure.....

Duration of stay.....

PARTICULARS	Amount
1. Lodging Charges :	
@ Rs.....per day.....stay	
2. Boarding Charges :	
a)Nos. Tea @ Rs.....	
b)Nos. Coffee @ Rs.....	
c)Nos. Breakfast @ Rs.....	
d)Nos. Lunch Veg/Non-Veg @ Rs.....	
e)Nos. Dinner Veg / Non -Veg @ Rs.....	
f)Nos. Toast Butter @ Rs.	
g)Nos. Omelette @ Rs.....	
h)Nos. Fried or Scrambled Eggs @ Rs.....	
i)Nos. Cornflakes @ Rs.....	
j)Nos. Cold Drinks @ Rs.....	
3. Misc. Charges :	
.....Nos. Newspapers @ Rs.....	
.....Nos. Clothes Washed @ Rs.....	
TOTAL	

L 21cm X B 14cm

For Jr. Officer (Admn.)
 Indian Maritime University
 Kolkata Campus



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

GUEST HOUSE

73-D, PEARY MOHAN ROY ROAD, CHETLA, KOLKATA-700 027

Telephone : 2449-8206 → (033-2449-8206)

Receipt No.

2500

Dated _____

Received with thanks from Shri _____

Rs. _____ Rupees _____

towards Lodging charges for occupying Room No. _____ (Single/Double bed)

for _____ days from _____ on _____ to _____

@ Rs. _____ per bed per day.

Rs.

For Jr. Officer (Admn.)
Indian Maritime University
Kolkata Campus

(L 13 1/2 cm X B 20 cm)