



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: 11.02.2019

Sub: Quotation of Designing and Printing of Brochure for MBA course at IMU-KC

Sealed quotations are invited for Designing and Printing of Brochure for MBA course at 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.	a. Copies of brochures (finish size 11" x 8.5" approx) b. Each brochure comprises of 16 pages (8 nos. 11" x 8.5" sized sheets and printed back to back) including cover c. All pages to be printed on 250 GSM art board with digital process as per artwork to be provided by IMU-KC with gloss lamination on both sides of the board, to be creased, trimmed, finished, centre stitched and made into packets	50 nos.					
Total							

Terms & Conditions:

1. Bidders should quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. Proof of the artwork and design for the brochure has to be approved from IMU-KC before taking up the final printing.
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. The rates quoted should be valid for a period of three months from the last date of submission of quotation. IMU-KC may place orders during the said period depending on requirements.
6. Items should be delivered preferably within 2 (Two) weeks of placing order.
7. If any error is found in the brochure, the same must be rectified and replaced by the supplier at their cost. No extra charges will be paid.
8. 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.
9. Last date of submission of quotation is 19.02.2019.

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10. IMU-KC reserves the right to split the order between different bidders in case of tie.
11. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Designing and Printing of Brochure for MBA".
12. 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 the post.
13. The envelopes are to be sealed properly with gum and not by stapler pin.
14. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
15. IMU-KC reserves the right to cancel the tender at any stage.

Ankur
11/2/19
O.I.C. - Purchase