



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Misc./18-19

Date: 13.08.2018

Sub: Quotation for procurement of Toner of Photocopier Machine at IMU-KC

Sealed quotations are invited towards procurement of Toner for Photocopier Machine Xerox Versalink B7025 at IMU-KC. Bidders are requested to submit their rates in the following format:

Sl. No.	Details 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	Toner of Photocopier Machine Xerox Versalink B7025	2 nos.					
Total							

## Terms & Conditions:

1. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of delivery but excluding Taxes which should be stated separately as mentioned above.
3. Items should be delivered preferably within 2 (two) weeks of placing order.
4. Rate quoted should be valid for a period of two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
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. IMU-KC reserves the right to split the order between different bidders.
7. Last date of submission of quotation is 27.08.2018.
8. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Toner of Photocopier Machine".
9. The envelope should be addressed to the Director, Indian Maritime University, P - 19 Taratala Road, Kolkata - 700 088 and is to be deposited in tender box kept at Dy. Registrar's office (1<sup>st</sup> floor, Room No. 130) or by post before 27.08.2018
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.

*Anshu* 13/8/18  
O.I.C. - Purchase