



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Exercise Books/18-19

Date: 17.01.2019

Sub: Quotation for Exercise Books and Practical Record Books

Sealed quotations are invited for the following exercise books and practical record books for use of Cadets at IMU-Kolkata Campus:

1. Small Exercise Books: Plain - Regular Size - 64 Pages
Pioneer or equivalent: paper quality – 60 GSM
(Size: 210mm x 170mm)
2. Practical Record Books: - 116 pages
Pioneer or equivalent: Hard Bound Top and back Cover
paper quality – 60 GSM, (Size: 265mm x 215mm)

The quantity required is approximately 2247 nos. for small exercise books and 2247 nos. for practical record books. 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	Small Exercise Books	2247 nos.					
2	Practical Record Books	2247 nos.					
Total							

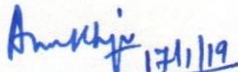
Terms & conditions:

1. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. Sample of the required exercise book and the practical record book should be submitted along with the quotation.
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.

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7. Order will be placed to the firm in L1 position quoting the lowest price. In case of any mismatch in specifications, the specifications lower than the desired will be rejected, while in case of higher than the desired, the committee will decide on the acceptability of the specifications. Only accepted specifications will be taken into consideration for deciding L1.
8. IMU-KC reserves the right to split the order between different bidders in case of tie.
9. Last date of submission of quotation is 28.01.2019.
10. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for exercise books and practical record books".
11. The envelope should be addressed to the Deputy Registrar, 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 through Speed Post/Regd. Post/Courier within the due date.
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.
14. EMD amount of Rs. 500.00 should be enclosed in the form of Demand Draft favouring "Indian Maritime University – Kolkata Campus" payable at Kolkata, along with the quotation.


O.I.C. – Purchase