



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

IMU-KC/Stationery & Cleaning/19-20

Date: 04.09.2019

Sub: Quotation for Stationery & Cleaning Items for IMU-KC

Sealed quotations are invited towards the following Stationery & Cleaning Items for IMU-KC. Bidders are requested to submit their rates in the following format:

Sl. No.	Name of the Item	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+G
1.	Colour Chalk	100 box					
2.	Binder Clip 19 mm (small)	50 pkts.					
3.	Stapler Pin 24/6	50 box					
4.	Stapler 26/8	10 nos.					
5.	Highlighter Pen	50 nos.					
6.	File Board	100 nos.					
7.	Binder Clip 25 mm (big)	50 pkts.					
8.	Stamp Pad	10 nos.					
9.	Stapler Pin (size 10)	100 box					
10.	Stapler (size 10)	20 nos.					
11.	Punching Machine	20 nos.					
12.	Gems Clip	100 box					
13.	Glue Stick 15g	100 nos.					
14.	Eraser	100 nos.					
15.	White Chalk	300 box					
16.	Cello Tape 2"	50 nos.					
17.	Brown Tape 2"	30 nos.					

Terms & Conditions:

1. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of all but excluding taxes which should be stated separately.
3. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
4. The rates quoted should be valid for two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
5. Items should be delivered preferably within 1 (One) week of placing order.
6. Bidders may check the samples of the above item by contacting Shri S. N. Hansda, Storekeeper at IMU-KC during 10.00 am and 4.00 pm on working days.
7. 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.
8. Last date of submission of quotation is 17.09.2019.
9. IMU-KC reserves the right to split the order between different bidders in case of tie.
10. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Stationery & Cleaning Items".
11. 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 post.
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.


Assistant Registrar

पी-19, तारातला रोड, कोलकाता-700 088 / P-19, Taratala Road, Kolkata - 700 088
Phone : (033) 2401 4673 / 74 / 76 / 78 / 1946, Fax : (033) 2401 4333, Hostel : 2401 4675
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Website : www.merical.ac.in & www.imu.edu.in