



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: 31.10.2018

Sub: Quotation for procurement of Spine Labels and Self Adhesive Stickers for Bar code at IMU-KC

Sealed quotations are invited towards procurement of Spine Labels and Self Adhesive Stickers for Bar code 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	Spine Labels Specification: a. Size of Labels/Stickers: 48 mm x 24 mm b. Type of Labels/Stickers: Adhesive c. Cutting of Labels/Stickers: Die Cutting d. Supply of Labels/Stickers: In Sheet form e. Material of Labels/Stickers: Printed f. Type of Adhesive: Permanent g. Printing of Labels/Stickers: As per Purchaser Requirement h. Material of Backing Release Liner: Super calendared glassine paper	10 Packets					
2.	Self Adhesive Stickers for Bar code Specification: a. Size: 2.5" x 1.5" b. Type of Labels/Stickers: Adhesive c. Supply of Labels/Stickers: In reel form d. Shape of Labels/Stickers: Rectangular shape e. Cutting of Labels/Stickers: Die Cutting	30000 nos.					

f.	Material of Labels/Stickers: White label paper						
g.	Material of Backing Release Liner: Super calendered glassine paper						
h.	Type pf Adhesive: peelable						
i.	Printing of Labels/Stickers: Blank						

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. Bidders are requested to check the samples of the above item, if required by contacting Assistant Librarian of IMU-KC during 10:00 Hrs & 16:00 Hrs on working days.
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.
8. Last date of submission of quotation is 15.11.2018.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Spine Labels and Self Adhesive Stickers for Bar code".
10. The envelope should be addressed to the Deputy Registrar, Indian Maritime University, P – 19 Taratala Road, Kolkata — 700 088 and is to be deposited in tender box kept at Dy. Registrar's office (1st floor, Room No. 130) or by post before due date.
11. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
12. The envelopes are to be sealed properly with gum and not by stapler pin.

Amaljit
31/10/18

O.I.C. – Purchase