



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No: IMU-KC/Furniture/19-20

Date: 23.08.2019

Sub: Quotation for Tables for MEO Classroom at IMU-KC

Sealed quotations are invited for supply of Tables for MEO Classroom at IMU-KC under two-bid system. Bidders are requested to submit their rates in the following Price Bid format:

Sl. No.	Details of work	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.	Supply of Tables; Size: Table Top: Length-900 mm Width -600 mm Table Height: 675 mm Top Thickness: 25 mm Loading capacity of Table Top: 150 kg. Distance between legs: Length of table top (minus 75 mm) x Width of table top (minus 75 mm) Shape: Rectangular Material: Pre-laminated Particle Board; all side bending with edges of table top; Frame & Leg Structure of MS square pipe of size 25 mm with wall thickness of 1.02 mm (18 gauge); Buffers: 4 nos. at bottom made of rubber Colour & Finish: Off white, powder coated finish; Colour of paint: Silver Warranty: 2 years	80 nos.					

Terms & Conditions:

- The quotations should be sent in two envelopes clearly superscribing "Technical Bid" and "Price Bid". The technical bid should contain copies of GST No., Trade License, Proof of execution of similar contract towards supply of Tables, etc. Similar contract means at least one order of equal or more value of similar type of tables with similar specifications. The Technical Bid format is attached herewith. The price bid should contain the quotation for the price as per the above mentioned format in official letterhead with official stamp and signature. The rates quoted should be inclusive of all but excluding taxes which should be stated separately. Both the envelopes should be sealed and put in another envelope and sealed properly clearly superscribing "Quotation for Supply of Tables for MEO Class".
- 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.
- The envelopes are to be sealed properly with gum and not by stapler pin.
- Last date of submission of quotation is 13.09.2019 upto 1400 hrs. Technical bids will be opened on the same day at 1500 hrs.

पी-19, तारातला रोड, कोलकाता-700 088 / P-19, Taratala Road, Kolkata - 700 088 Cntd.....2
Phone : (033) 2401 4673 / 74 / 76 / 78 / 1946, Fax : (033) 2401 4333, Hostel : 2401 4675
Email : director.kolkata@imu.ac.in
Website : www.merical.ac.in & www.imu.edu.in

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5. Pre-Bid Meeting is scheduled at 1500 hrs. on 04.09.2019. The bidders should come with images/photographs of the table in the Pre-Bid meeting that they are going to supply. The purchase committee will decide on the acceptability of the suggested model. Bidders not attending the Pre-Bid meeting will have to provide equal or better samples than the accepted models, else the bid likely to get rejected. Hence, it is strongly recommended to the interested bidders to attend the Pre-Bid meeting.
6. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
7. The rates quoted should be valid for 3 (three) months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
8. Item should be delivered preferably within 3 (Three) weeks of placing order.
9. Sample as per the above specification will be checked from the selected vendor before final execution of the order.
10. 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.
11. IMU-KC reserves the right to split the order between different bidders in case of tie or for other reasons.
12. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
13. EMD of Rs. 10,000.00 (Rupees Ten Thousand only) has to be submitted in the form of Demand Draft favouring "Indian Maritime University – Kolkata Campus".

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O.I.C. – Purchase

TECHNICAL BID

1. Name of Firm :
2. Type of Firm :
3. Address :
4. Contact Person :
5. Contact No. :
6. E-Mail ID :
7. PAN :
8. TAN :
9. GST No. :
10. Trade License :

Signature of Authorized Signatory
With Official Stamp

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