



भारतीय समुद्री विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Printing/17-18

Date: 25.01.2018

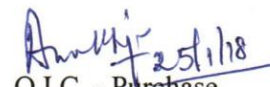
Sub: Quotation for printing of Sock Registrar with Leather Rexine Binding
and printing of Letter Head at IMU-Kolkata Campus

Sealed quotations are invited towards printing of Sock Registrar with leather rexine binding and printing of Letter Heads at IMU-KC. Requirements are as follows:

1. Stock Register:
 - (i) Quantity: 20 nos.
 - (ii) Folio: 300 nos. with required printing
 - (iii) Binding: Leather Rexine Binding
2. Letter Heads with required printing (bi-lingual) in Blue Font for Text and Logo:
 - (i) Quantity : 40 reams (each ream of 100 sheets)
 - (ii) Paper Size : A4
 - (iii) Paper quality : Excel Bond paper or equivalent
 - (iv) Paper GSM: 90

Terms & Conditions:

- (i) The rates quoted should be excluding taxes but inclusive of delivery charges. GST rates should be quoted separately with HSN Code.
- (ii) The rates quoted should be valid for three months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
- (iii) Items should be delivered preferably within 3 (Three) weeks of placing order.
- (iv) IMU-KC reserves the right to split the order between different bidders.
- (v) If any of the above items are found to be defective, the same must be replaced by the supplier at their cost. No extra charges will be paid.
- (vi) 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.
- (vii) Last date of submission of quotation is 09.02.2018.
- (viii) Samples for the above can be seen by contacting Shri S N Hansda, Store Keeper, IMU-KC between 1000 hrs. and 1600 hrs. (except Saturday/Sunday/ Holiday).
- (ix) The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Stock Registrar and Letter Heads" and deposit the same addressing to the Director at Indian Maritime University, P - 19, Taratala Road, Kolkata - 700 088. The envelope should be dropped in the Tender Box kept at the chamber of Dy. Registrar at Room No. 130 in the 1st floor of the Administrative Building of IMU-KC.
- (x) Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.


O.I.C. - Purchase